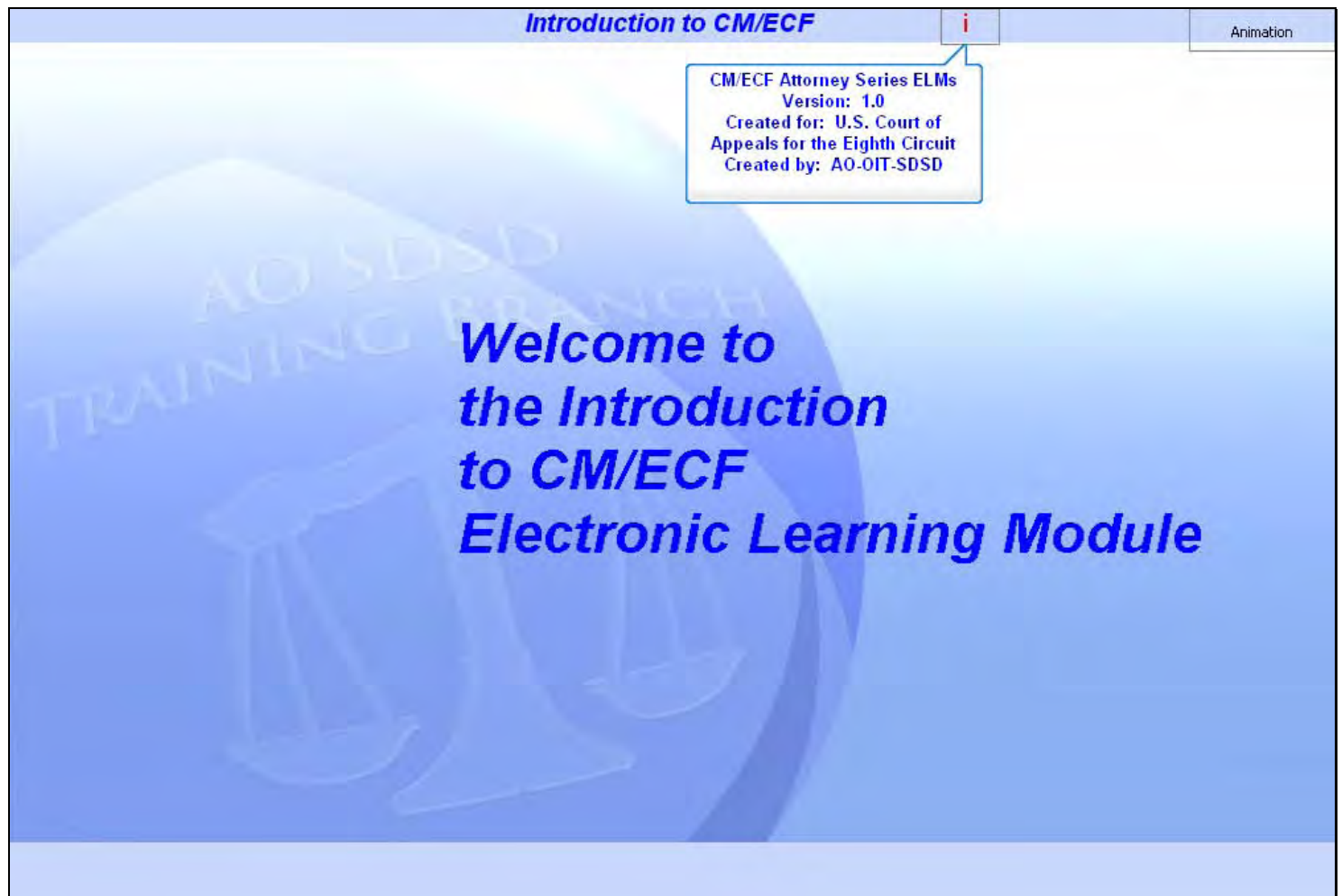


Slide 1 - Welcome

The slide features a blue gradient background with a faint, large watermark of a scale of justice and the text "AO SDSD TRAINING BRANCH". In the top left corner, the text "Introduction to CM/ECF" is displayed. In the top right corner, there is a small red "i" icon and a button labeled "Animation". A yellow callout box in the upper center contains the following text: "CM/ECF Attorney Series ELMs", "Version: 1.0", "Created for: U.S. Court of Appeals for the Eighth Circuit", and "Created by: AO-0IT-SDSD". The main title, "Welcome to the Introduction to CM/ECF Electronic Learning Module", is centered in a large, bold, blue font.

Introduction to CM/ECF

CM/ECF Attorney Series ELMs
Version: 1.0
Created for: U.S. Court of Appeals for the Eighth Circuit
Created by: AO-0IT-SDSD

**Welcome to
the Introduction
to CM/ECF
Electronic Learning Module**

Slide notes

Welcome to the Introduction to CM/ECF Electronic Learning Module.

This lesson is designed to give you a basic introduction to the U.S. Courts' Case Management/Electronic Case Files application.

Slide 2 - Navigation

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.


You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

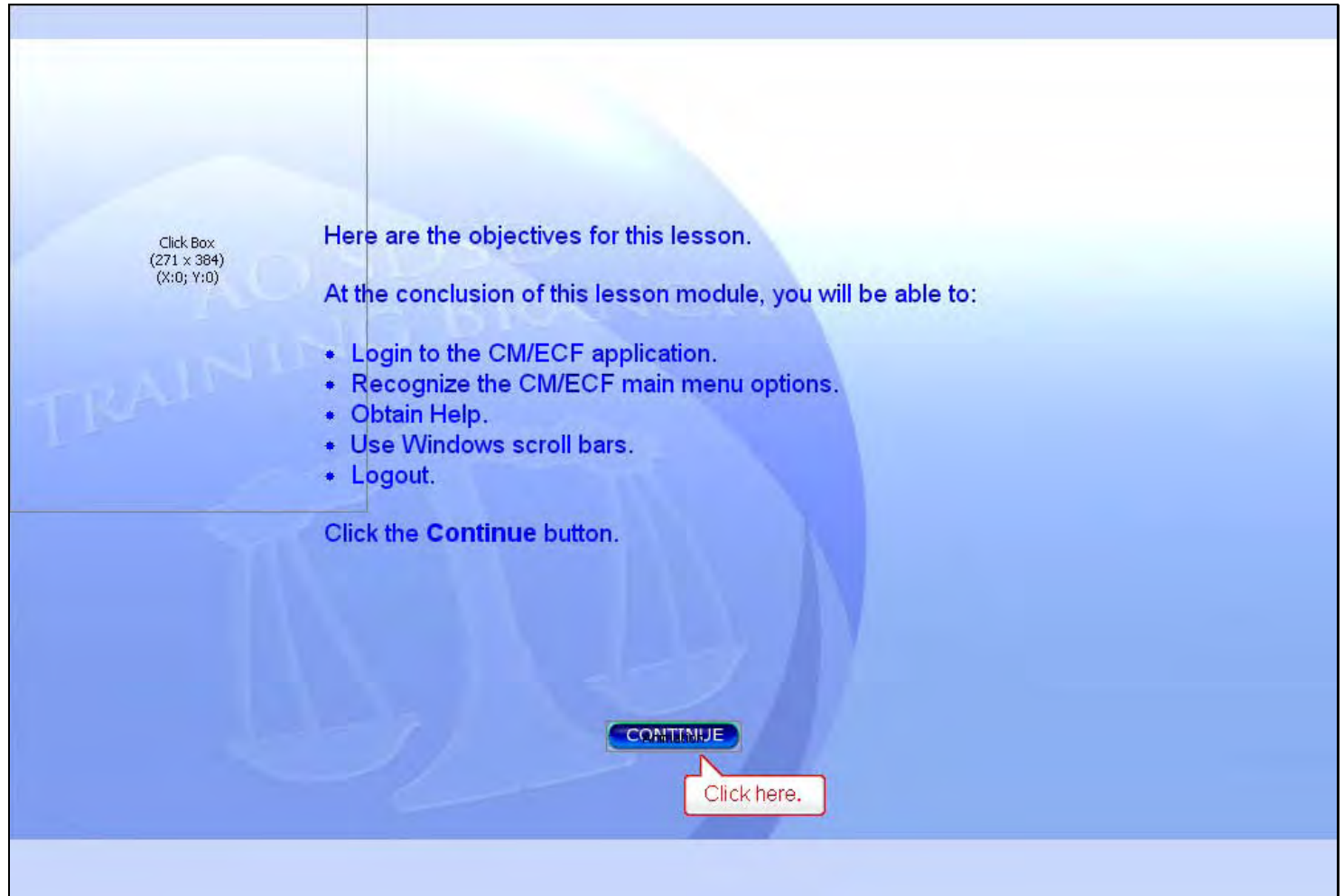
To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.



Slide notes

These are the instructions for how to navigate through this lesson module. When you're ready, click the Start button to begin the lesson.

Slide 3 - ObjectivesThe slide has a blue background with a faint watermark of a classical building. On the left, a small box contains the text 'Click Box (271 x 384) (X:0; Y:0)'. To the right of this box, the text 'Here are the objectives for this lesson.' is displayed. Below this, the text 'At the conclusion of this lesson module, you will be able to:' is shown. A bulleted list follows: '• Login to the CM/ECF application.', '• Recognize the CM/ECF main menu options.', '• Obtain Help.', '• Use Windows scroll bars.', and '• Logout.'. Below the list, the text 'Click the Continue button.' is displayed. At the bottom center, there is a blue button with the word 'CONTINUE' in white. A red speech bubble points to the button with the text 'Click here.'.

Click Box
(271 x 384)
(X:0; Y:0)

Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

- Login to the CM/ECF application.
- Recognize the CM/ECF main menu options.
- Obtain Help.
- Use Windows scroll bars.
- Logout.

Click the **Continue** button.

CONTINUE

Click here.

Slide notes

Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

Login to the CM/ECF application.

Recognize the CM/ECF main menu options.

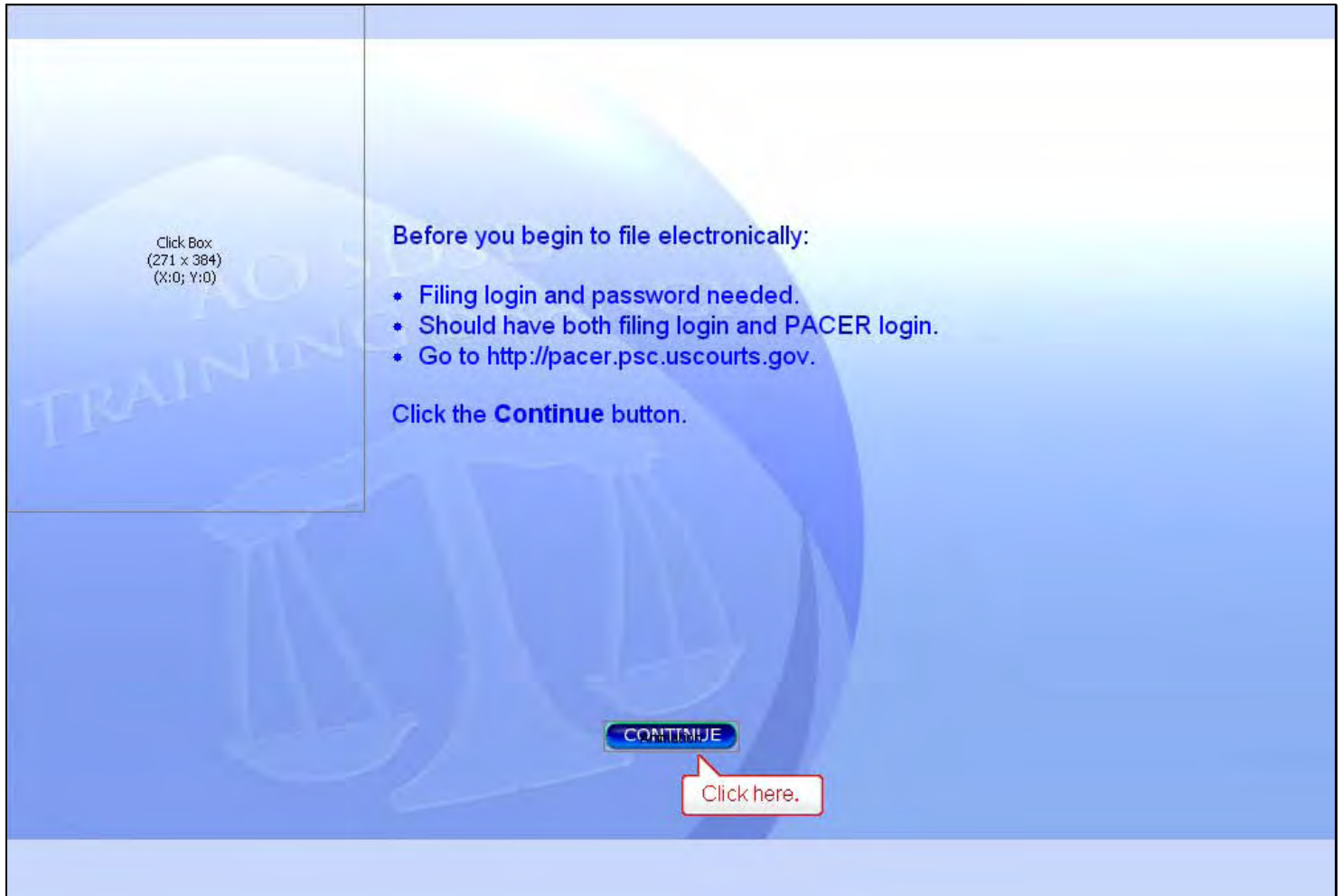
Obtain Help.

Use Windows scroll bars.

Logout.

Click the Continue button.

Slide 4 - Filing Login

The slide features a blue background with a faint, large-scale watermark of a scale of justice and the word "TRAINING". On the left, a text box contains the instruction "Click Box (271 x 384) (X:0; Y:0)". To the right, the text "Before you begin to file electronically:" is followed by a bulleted list: "• Filing login and password needed.", "• Should have both filing login and PACER login.", and "• Go to <http://pacer.psc.uscourts.gov>.". Below the list, it says "Click the **Continue** button.". At the bottom center, there is a blue button with the word "CONTINUE" in white. A red speech bubble points to this button with the text "Click here." data-bbox="125 248 178 275" data-label="Text">

Click Box
(271 x 384)
(X:0; Y:0)

Before you begin to file electronically:

- Filing login and password needed.
- Should have both filing login and PACER login.
- Go to <http://pacer.psc.uscourts.gov>.

Click the **Continue** button.

CONTINUE

Click here.

Slide notes

Before you login to CM/ECF let me mention that you need to obtain a filing login from the PACER Service Center in order to file electronically with the appellate courts. This filing login is in addition to any PACER account login you may already have. In order to fully use the appellate CM/ECF application, you should have both kinds of accounts. You can find the PACER Service Center's web site at <http://pacer.psc.uscourts.gov>.

Click the Continue button.

Slide 5 - Login Screen

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. For information, click [here](#).

Authentication

Login:

Password:

Client Code:

CM/ECF has been tested successfully using Internet Explorer 6.0 and Firefox 1.5 as representative browsers. Other browsers and browser versions may work as well. All testing was performed using the Java Plug-In version 1.5.

Slide notes

In order to connect with the court's CM/ECF application, the first step is to enter the address of the system in your browser. You may want to consider bookmarking this address in your browser so you can access it easily.

The first screen you will see is the Appellate CM/ECF Login screen. On this screen you will enter your assigned Login and Password.

You may also optionally enter a Client Code. This code is to help you keep track of PACER charges for your various clients, but it can be left blank.

Both the login and password fields are case sensitive. This means you must enter them in upper or lower case exactly as they were assigned to you.

Let's begin a simulated login process. In the Login field, type "WernerC", then either press the TAB key or click in the Password field.

Slide 6 - Password

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click

Authentication

Login: WernerC

Password:

Client Code:

Login **Clear**

CM/ECF has been tested successfully using Internet Explorer 6.0 and Firefox 1.5 as representative browsers. Other browsers and browser versions may work as well. All testing was performed using the Java Plug-In version 1.5.

Slide notes

When you enter your password, CM/ECF will not display the characters you type but will disguise them.

Enter "Test2006" as your password, then press TAB or click in the Client Code field.

Slide 7 - Client Code

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click [here](#).

Authentication

Login: WernerC

Password: *****

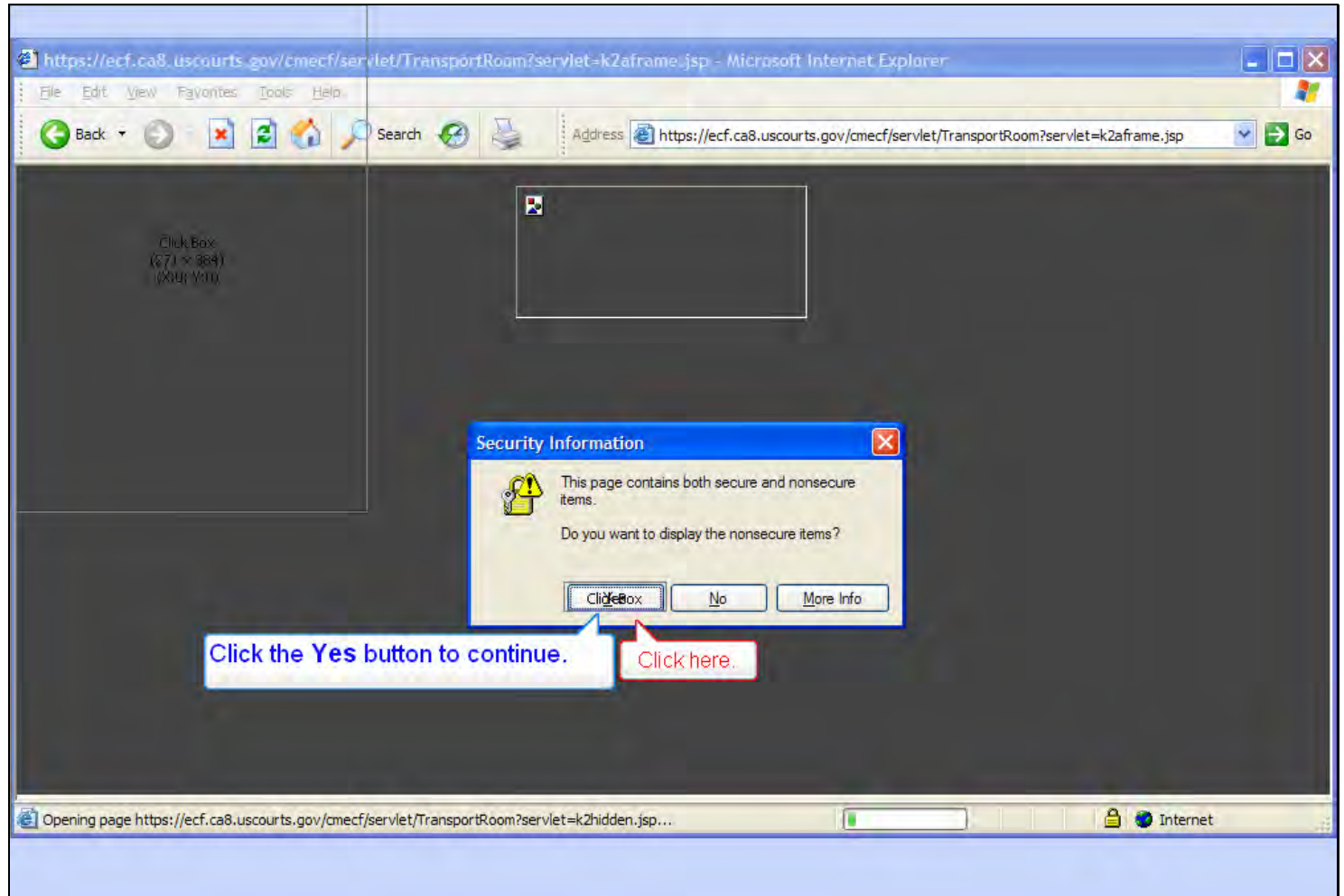
Client Code:

CM/ECF has been tested successfully using Internet Explorer 6.0 and Firefox 1.5 as representative browsers. Other browsers and browser versions may work as well. All testing was performed using the Java Plug-In version 1.5.

Slide notes

Now enter Cunningham as a client code, then either press the Enter key on your keyboard, or click the Login button.

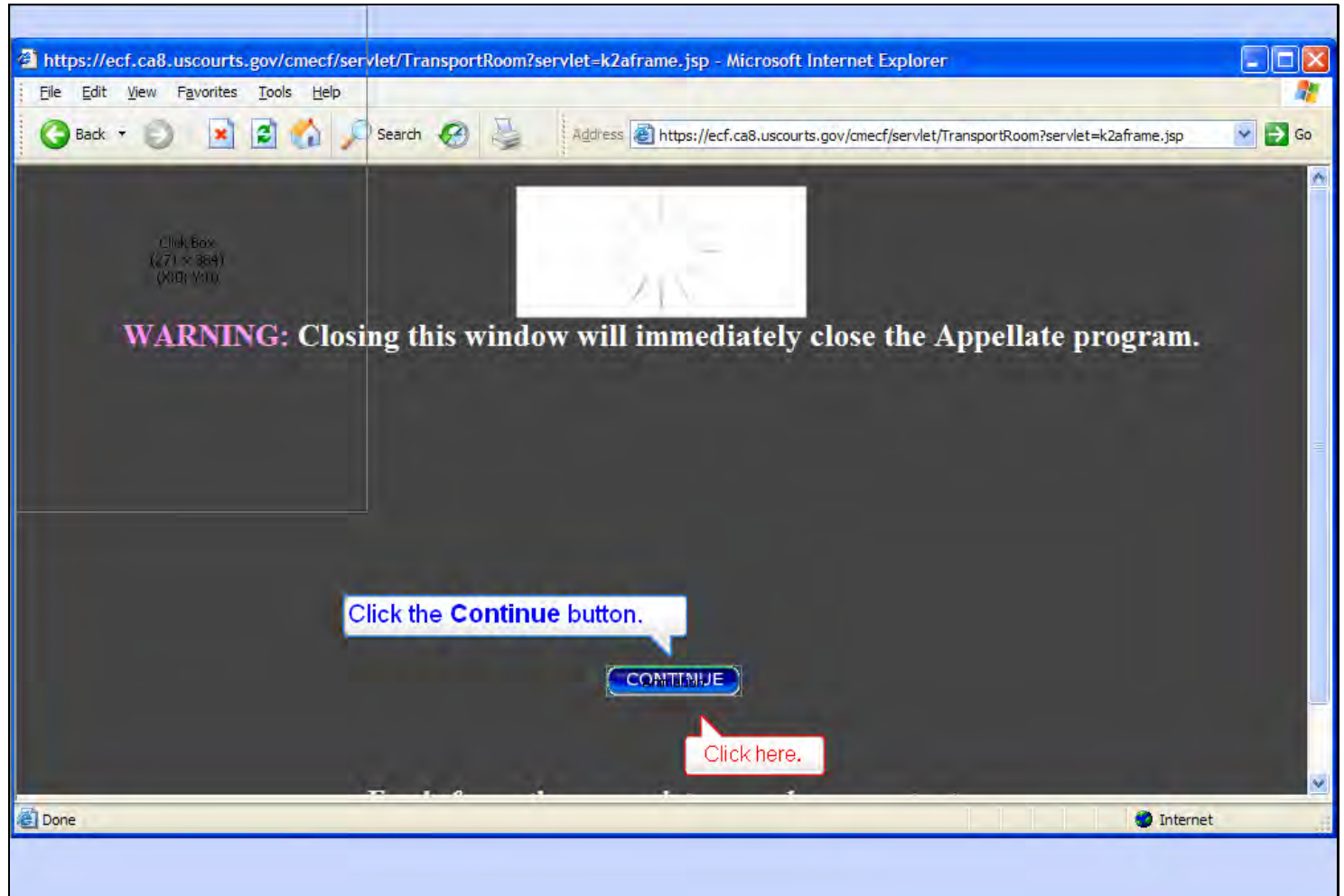
Slide 8 - Slide 8



Slide notes

Your browser will show you a Security Information dialog box. Click the Yes button to continue.

Slide 9 - Login 6

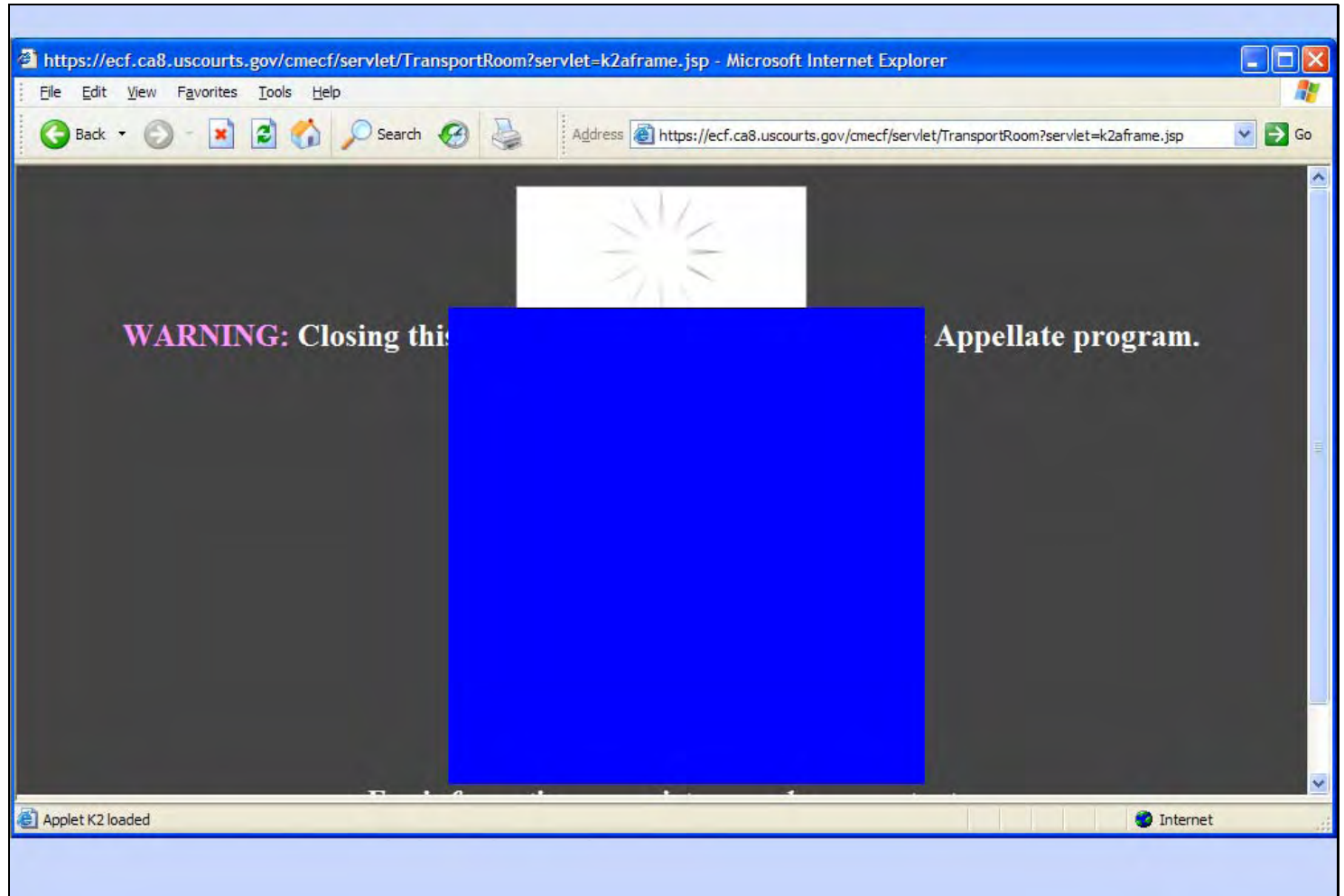


Slide notes

Let's pause here for a moment. CM/ECF shows you a warning. When the program starts, two windows will be opened in your browser. This window will remain in the background, while a new window will open on top of it. The new window will be the one you use. This background window should not be closed until you're done with CM/ECF. If you do close it, it will close all the currently opened windows in the CM/ECF application.

Click the Continue button to resume.

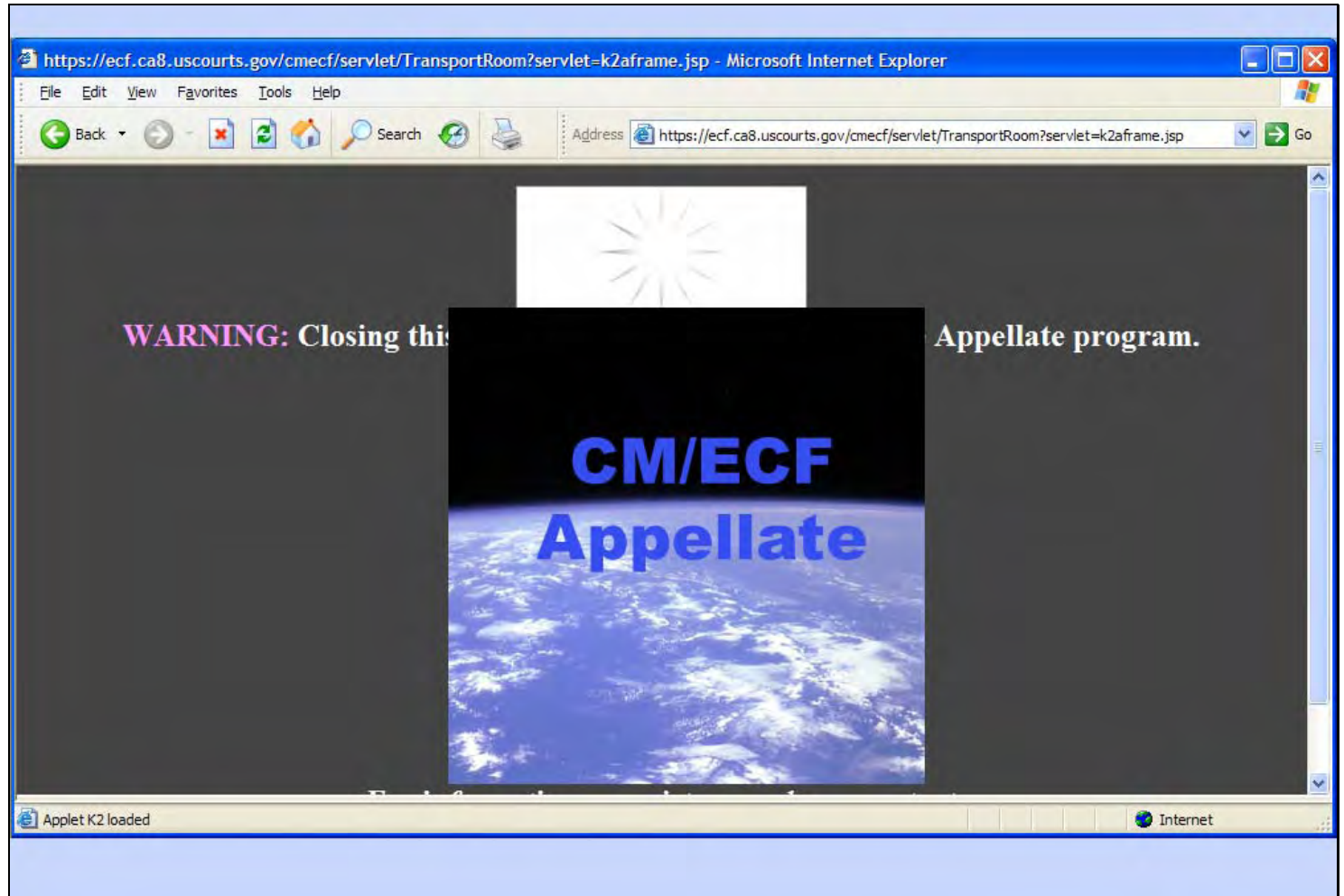
Slide 10 - Login 7



Slide notes

(Note: This is a transition slide)

Slide 11 - Login 8



Slide notes

(Note: This is a transition slide)

Slide 12 - Startup Page



Slide notes

And the Startup Page window opens.

This is the main window in CM/ECF. Let's take a quick tour of it.

Notice near the middle of the window your last login date and time are displayed.

In the upper right corner of the window are the normal Microsoft Windows controls to minimize, maximize, and close the window.

At the top left of the window is the main CM/ECF menu. These are the four options available to you. In this lesson, we will take a quick look at each of the menu items to see what they contain.

To use the main menu, click on the desired option. For example, click on Docketing in the menu.

Slide 13 - Docketing Menu



Slide notes

When you click a main menu option, a drop-down menu will appear. In this instance, the only further option is Docketing. We will explore Docketing in subsequent lesson modules.

For now, click Reports.

Slide 14 - Reports Menu



Slide notes

The menu shows PACER Report as its option. PACER stands for Public Access to Courts Electronic Records, and is managed by the PACER Service Center. Any reports you create will be subject to the PACER public access fee.

Refer to the lesson module on PACER Reports for more information about this.

Slide 15 - Help



Slide notes

CM/ECF also has help built in. To view it's help feature, click on Help in the menu.

Slide 16 - Help Menu

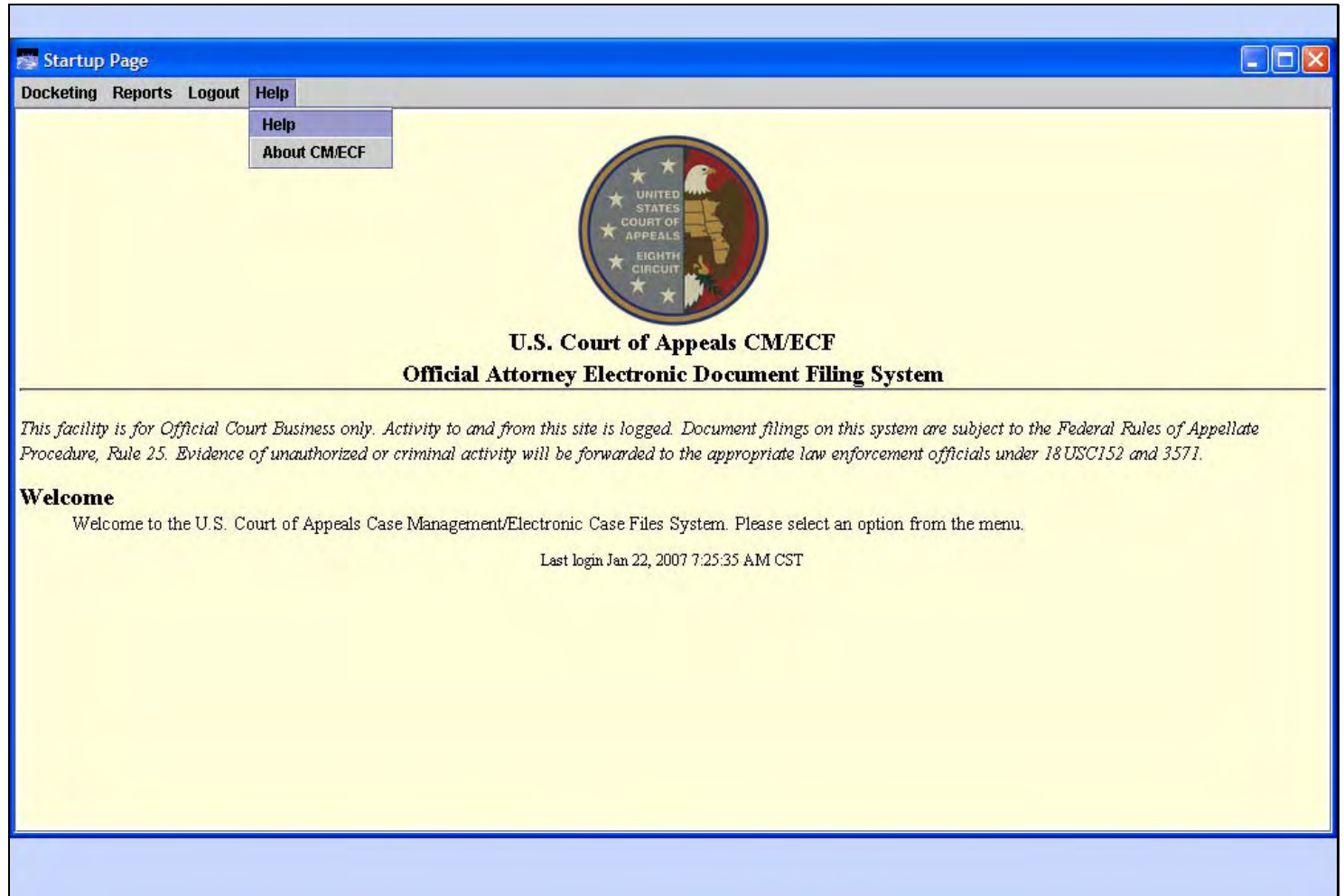


Slide notes

The Help menu has two items, Help and About CM/ECF.

Let's see what help is available first. From the drop-down menu, click Help.

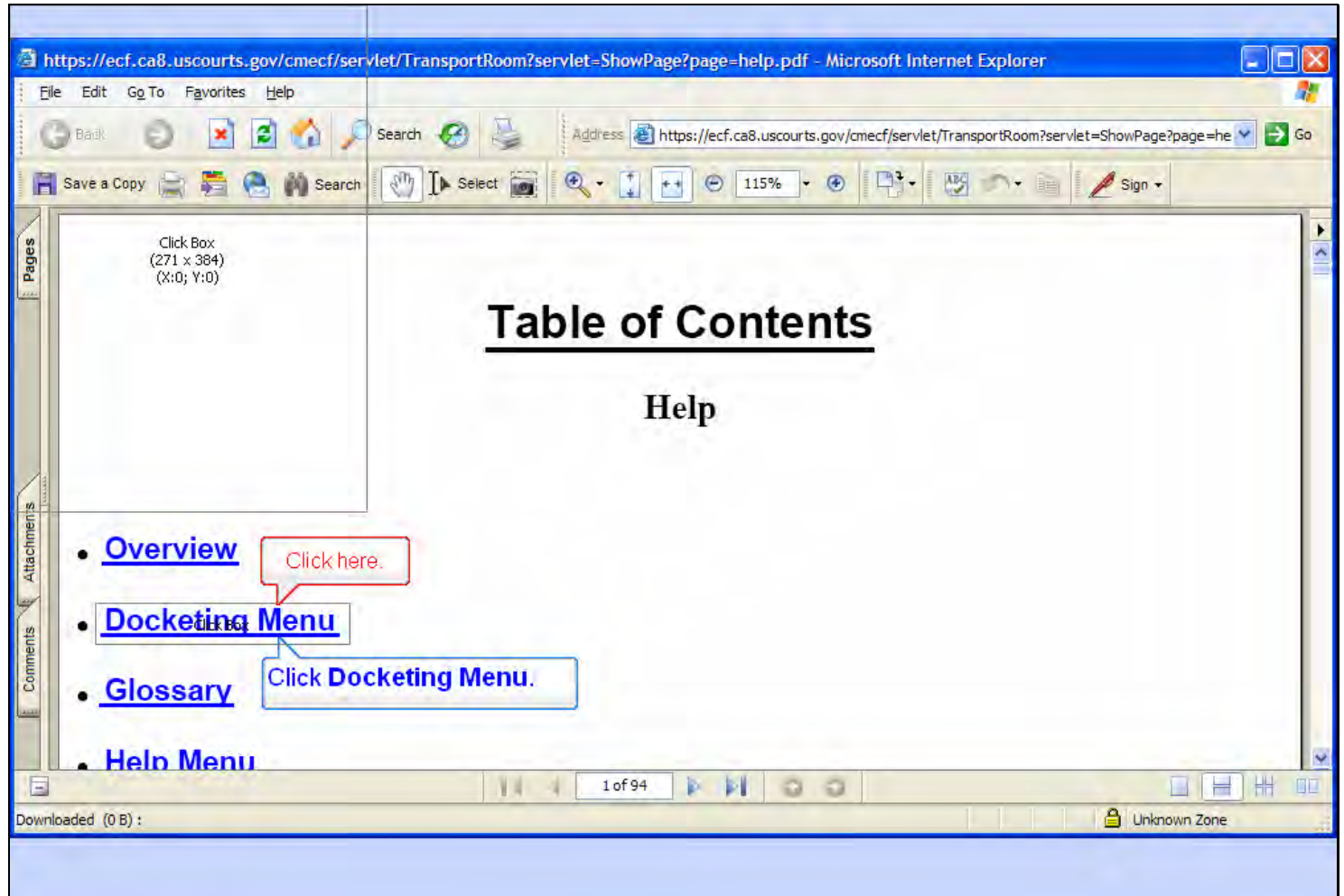
Slide 17 - Slide 17



Slide notes

(Note: This is a transition slide)

Slide 18 - Help Table of Contents

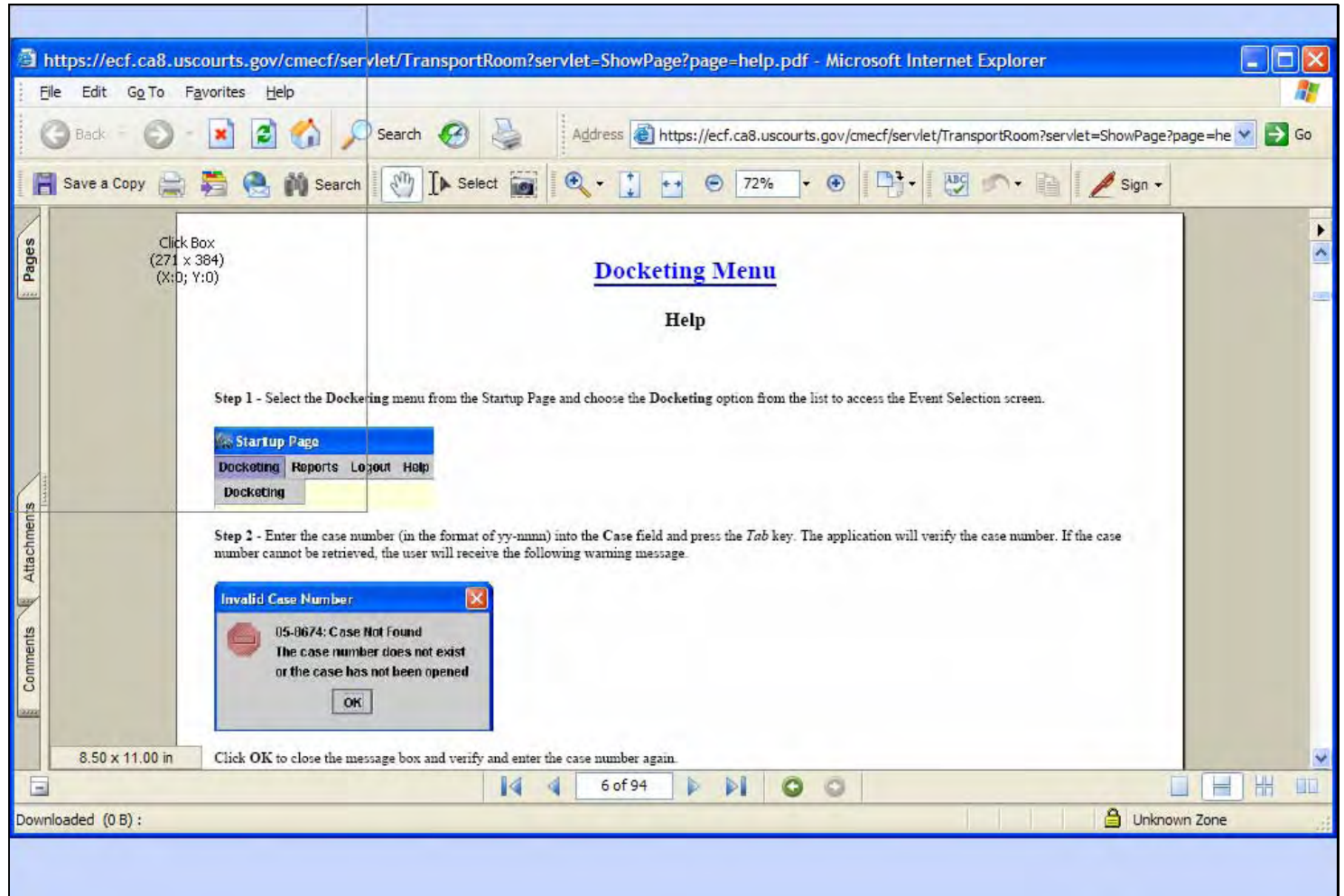


Slide notes

A help window opens. This is a multi-page document that explains the various options of CM/ECF. A table of contents is at the top. You can click on an item in the table of contents to jump to that part of the help window.

For example, click the hyperlink for Docketing Menu.

Slide 19 - Help 2

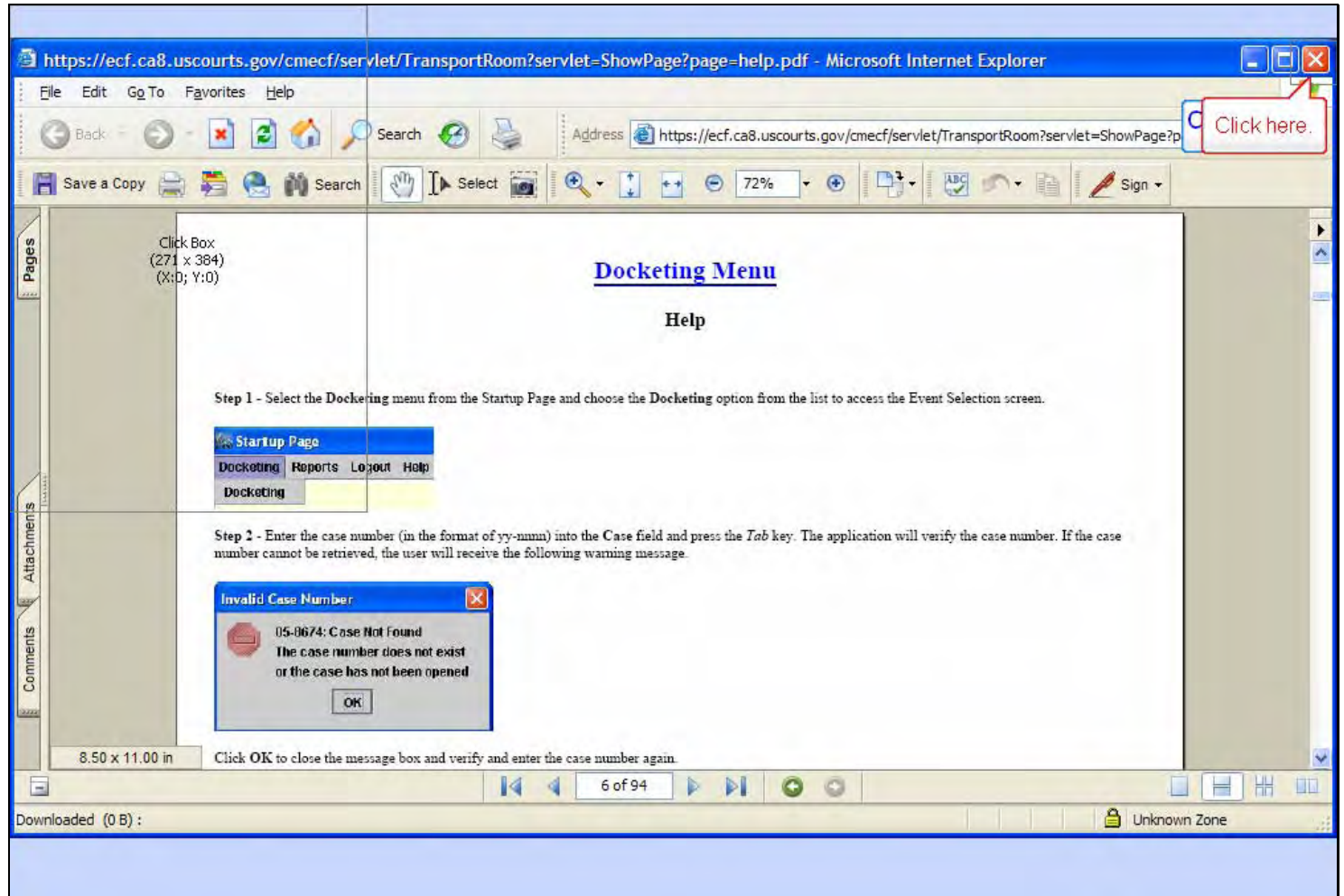


Slide notes

CM/ECF jumps down to the page that explains the Docketing Menu.

The Table of Contents at the top can help jump to specific topics, or you can scroll up and down through the help pages.

Slide 20 - Close Help



Slide notes

To close the Help window, click its close button in the upper right corner of the window.

Slide 21 - Scrolling



Slide notes

As you saw in the help window, and in most browser-based applications, scrolling is sometimes necessary. While we're here, let's discuss scrolling in more detail.

Slide 22 - Slide 22

CM/ECF Appellate

Docketing Appearance Filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Event Selection

Click Box (271 x 384) (X:0; Y:0)

Case: 62-1100 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 02/05/2007

First select category of event:

- ☒ Appearance form
- ☐ Designations of Record
- ☐ Corporate Disclosure Statement
- ☐ Cert. of Appealability
- ☐ Forms A and B
- ☐ Motion
- ☐ Reply/Response
- ☐ Rehearing Petitions

Next select an event:

- ☒ Appearance Filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 62-1100 Widget Company v. Big River Company (Target Case)

Click the down Click here.

Slide notes

Here is an example of a CM/ECF screen that has scroll bars.

There will be many occasions in CM/ECF where you need to scroll up or down, or left or right. Any time there is more information than will fit in the current window, CM/ECF will add scroll bars to the window or screen segment. These may be either horizontal or vertical, depending on the size of the window. These scroll bars are standard Windows controls.

To use the scroll bars, you would click the arrow in the scroll bar that points in the direction you want your view to move.

To scroll your view of this window down, click the down arrow at the bottom of the scroll bar.

Slide 23 - Slide 23

Docketing Appearance Filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

CM/ECF Appellate

First select category of event:

- ☒ Appearance form
- ☐ Designations of Record
- ☐ Corporate Disclosure Statem
- ☐ Cert. of Appealability
- ☐ Forms A and B
- ☐ Motion
- ☐ Reply/Response
- ☐ Rehearing Petitions

Next select an event:

- ☒ Appearance Filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 62-1100 Widget Company v. Big River Company (Target Case)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

And your view has been scrolled down to the bottom of the window.

You'll see this particular screen again in the lesson on Filing an Appearance.

Now let's return to our tour of the CM/ECF main menu.

Slide 24 - Other Help Option



Slide notes

Let's look at the other option in the Help Menu. Click Help again.

Slide 25 - Slide 25



Slide notes

Now click About CM/ECF.

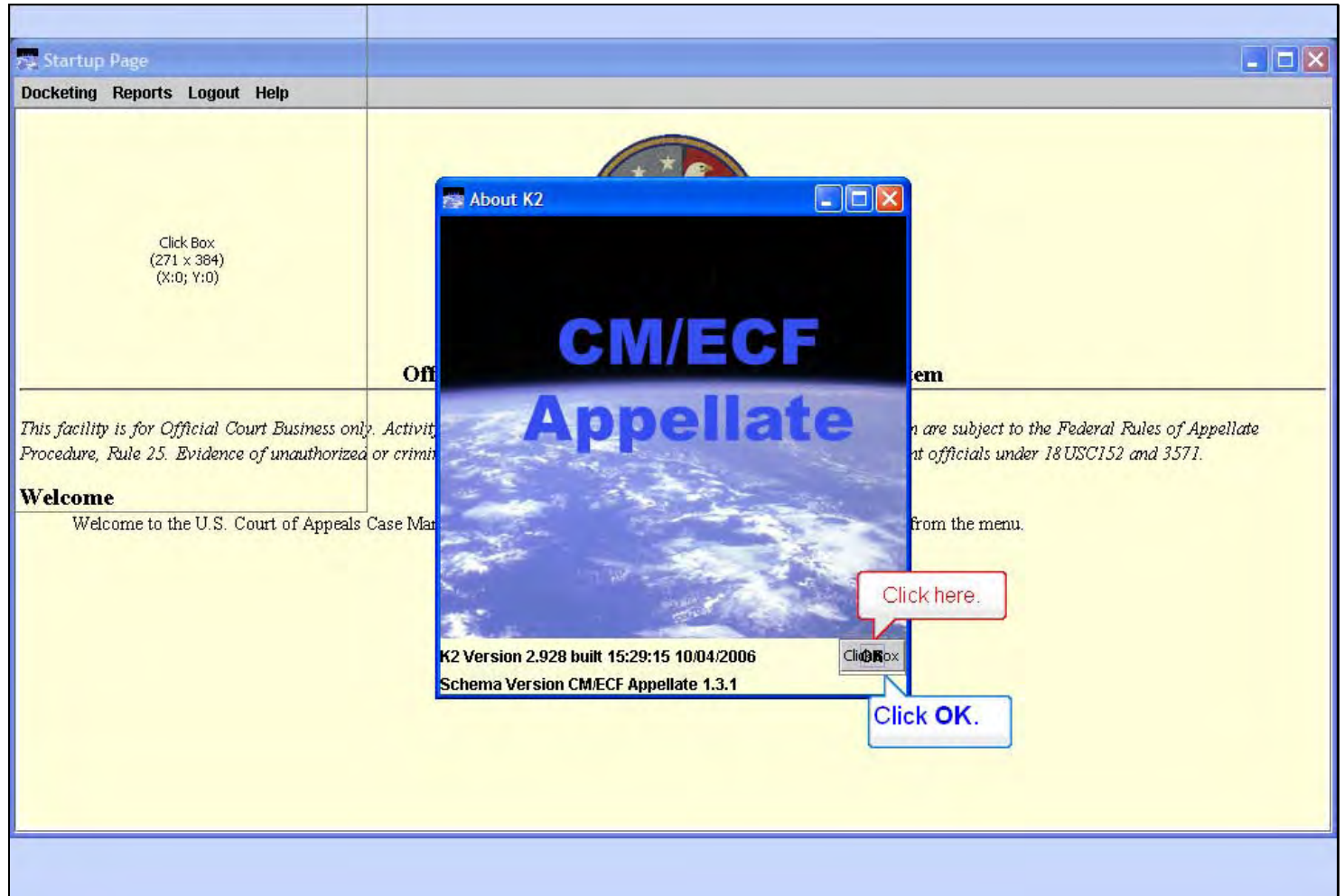
Slide 26 - About

The screenshot shows a web browser window titled "Startup Page". The browser's address bar is empty. The page has a blue header bar with a menu containing "Docketing", "Reports", "Logout", and "Help". The "Help" menu is open, showing "Help" and "About CMECF" options. The main content area has a yellow background. In the center is the seal of the United States Court of Appeals, Eighth Circuit, featuring an eagle and the text "UNITED STATES COURT OF APPEALS EIGHTH CIRCUIT". Below the seal, the text reads "U.S. Court of Appeals CM/ECF" and "Official Attorney Electronic Document Filing System". A disclaimer states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to the Federal Rules of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571." Below this, a "Welcome" section says: "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." and "Last login Jan 22, 2007 7:25:35 AM CST".

Slide notes

(Note: This is a transition slide)

Slide 27 - Slide 27



Slide notes

CM/ECF pops up a window which shows you the current version of the CM/ECF application.

Close the window by clicking OK.

Slide 28 - Logout



Slide notes

And that was a quick tour of the CM/ECF menu. The only option left is Logout.

You should always remember to log out when you're done. To do so, click Logout in the menu.

Slide 29 - Logout Menu



Slide notes

Now click Logout CM/ECF.

Slide 30 - Slide 30



Slide notes


(Note: This is a transition slide)

Slide 31 - Logout OK



Slide notes

Confirm you want to logout by clicking Yes.

Slide 32 - SummaryThe slide has a blue gradient background with a faint watermark of a scale of justice and the text 'AO S... TRAINING'. The text is in a blue, sans-serif font. A small 'Click Box' button is located on the right side of the slide.

You should now be able to:

- ♦ Login to the application.
- ♦ Recognize the CM/ECF Main Menu options.
- ♦ Obtain Help.
- ♦ Use Windows scroll bars.
- ♦ Logout.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

Click Box

Slide notes

This concludes the Introduction to CM/ECF lesson module.

You should now be able to:

Login to the application.

Recognize the CM/ECF Main Menu options.

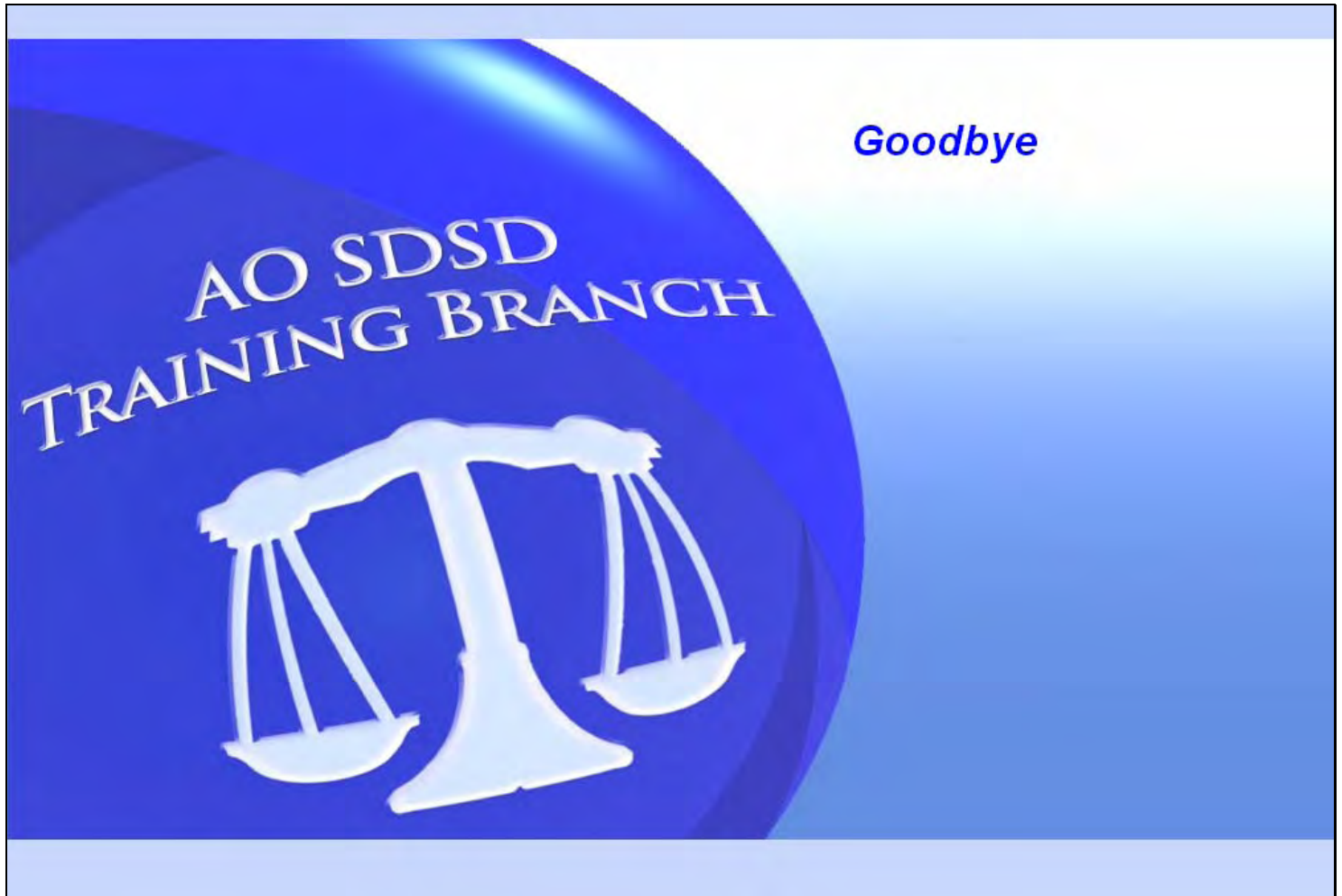
Obtain Help.

Use Windows scroll bars.

Logout.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

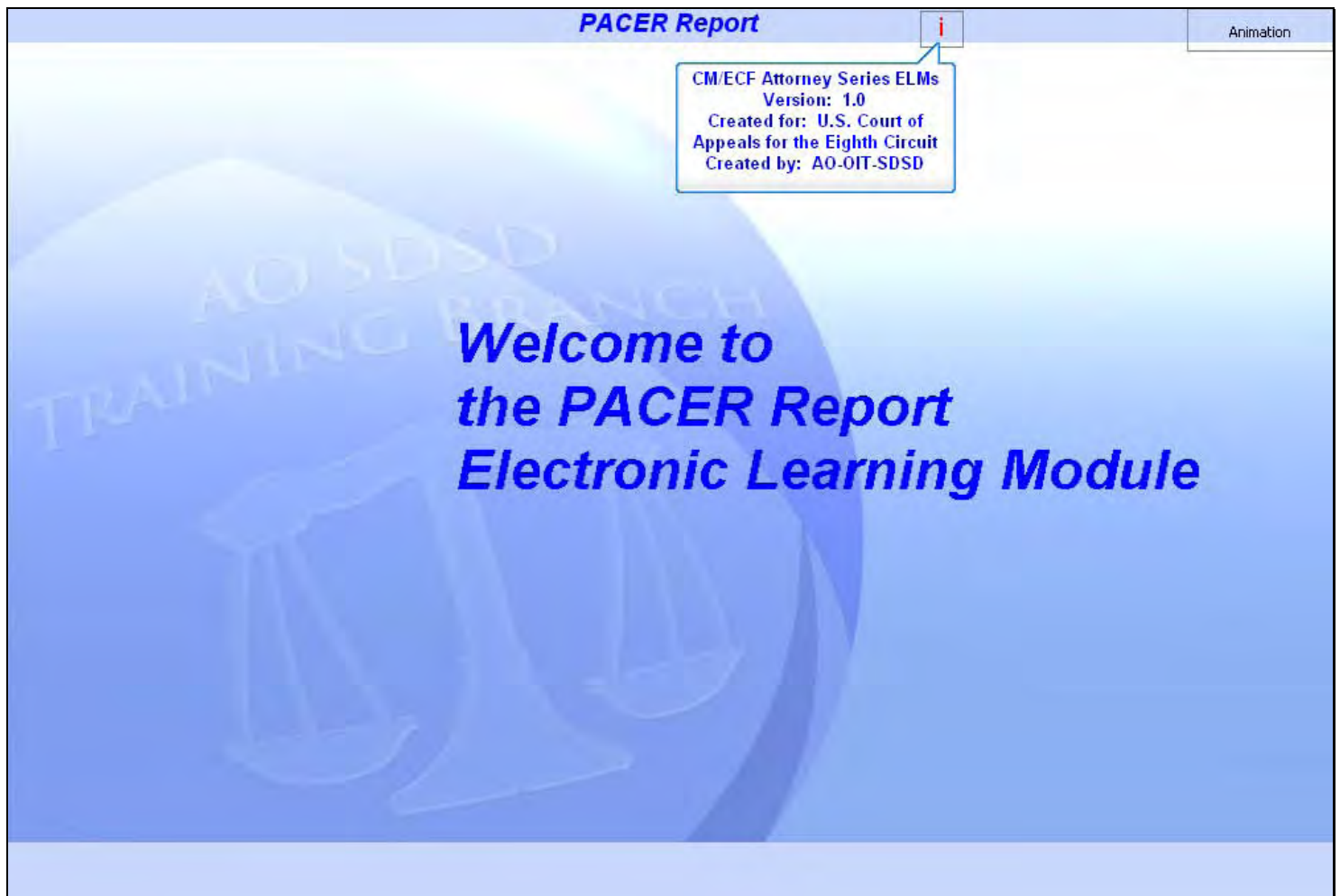
Slide 33 - Exit



Slide notes

Goodbye

Slide 1 - Welcome



The slide features a blue gradient background with a faint, large watermark of a scale of justice and the text "AO SDSD TRAINING BRANCH". In the top left corner, the text "PACER Report" is displayed in blue. In the top right corner, there is a small red "i" icon and a button labeled "Animation". A white text box in the upper center contains the following information:

CM/ECF Attorney Series ELMs
Version: 1.0
Created for: U.S. Court of
Appeals for the Eighth Circuit
Created by: AO-0IT-SDSD

The main title, "Welcome to the PACER Report Electronic Learning Module", is centered on the slide in a large, bold, blue font.

Slide notes

Welcome to the PACER Report Electronic Learning Module.

This lesson is designed to give you an overview of the PACER Report options in CM/ECF.

Slide 2 - Navigation

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

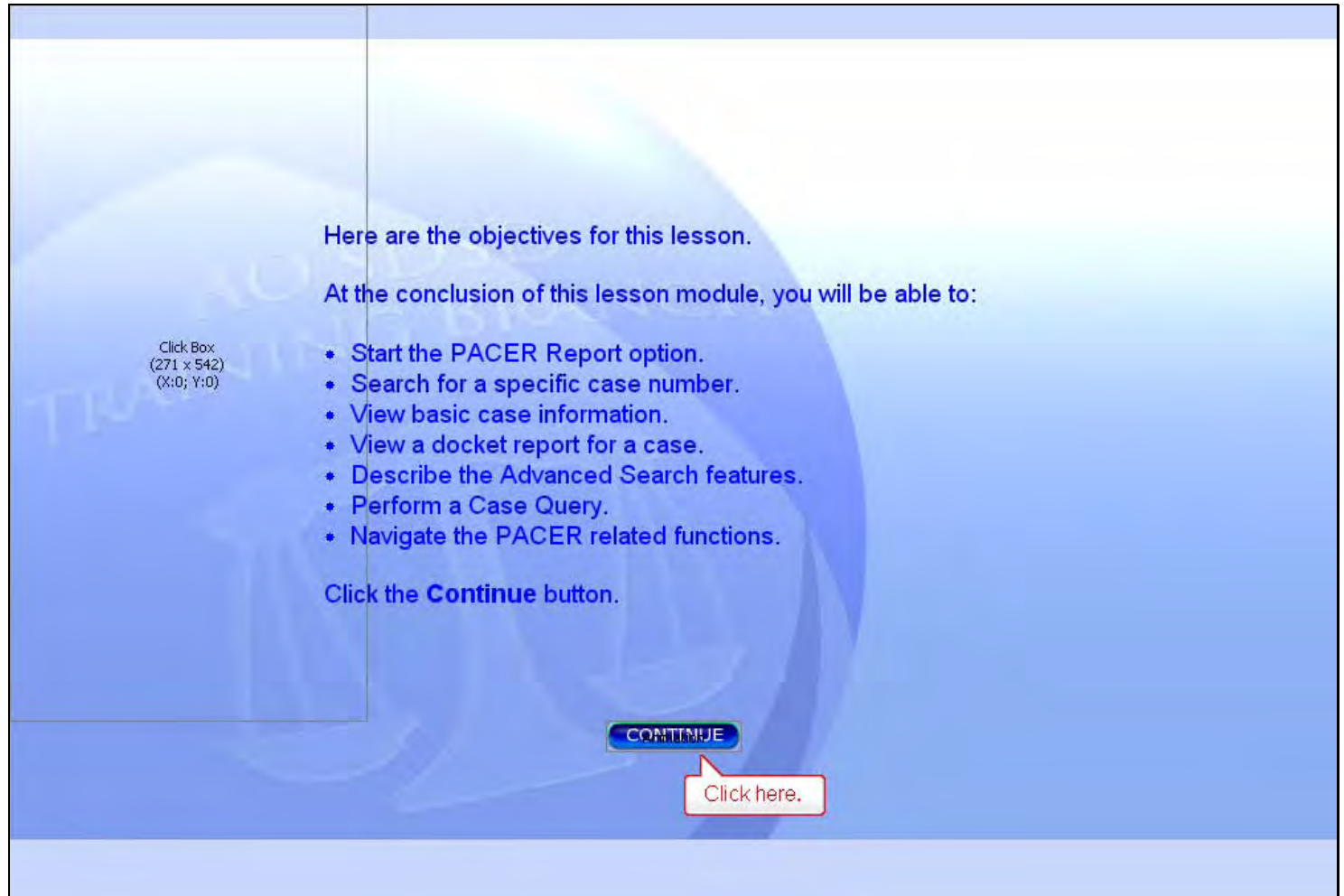
Click the **Start** button when you're ready.

START

Click **Start** to begin.

Slide notes

Here are the navigation instructions for this lesson module. After you have read them, click the Start button to begin the lesson.

Slide 3 - Objectives

Click Box
(271 x 542)
(X:0; Y:0)

Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

- * Start the PACER Report option.
- * Search for a specific case number.
- * View basic case information.
- * View a docket report for a case.
- * Describe the Advanced Search features.
- * Perform a Case Query.
- * Navigate the PACER related functions.

Click the **Continue** button.

CONTINUE

Click here.

Slide notes

Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

Start the PACER Report option.

Search for a specific case number.

View basic case information.

View a docket report for a case.

Describe the Advanced Search features.

Perform a Case Query.

Navigate the PACER related functions.

Click the Continue button.

Slide 4 - Slide 4



Slide notes

To begin, click Reports in the CM/ECF main menu.

Slide 5 - PACER Report



Slide notes

Now click on PACER Report.

Slide 6 - Case Search Page

Slide notes

The Case Search Page appears.

The primary purpose of this Case Search Page is to locate information about a case by entering a case number, a range of case numbers, or by entering the name of a party or attorney on a case. We'll look at the Advanced Search options later. To see how the basic search works, enter "62-1100" in the Case Number field, then click the Search button.

Slide 7 - Slide 7

The screenshot shows the 'Cases Selection Table' in a Microsoft Internet Explorer browser window. The address bar displays 'https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom'. The page has a navigation bar with links: 'Court Home', 'Case Search', 'XML', 'ASCII', 'Logout', and 'Help'. The main content area is titled 'Case Selection Page' and contains a table with the following data:

Case No./Title	Opening Date	Last Docket Entry	Originating Case No.
62-1100 Widjet Company v. Big River Company	01/16/2007	01/19/2007 16:07:07	4:06-cr-00046-JMM

Annotations on the screenshot include:

- A blue box with the text 'Click the case number hyperlink.' pointing to the case number '62-1100'.
- A red box with the text 'Click here.' pointing to the case title 'Widjet Company v. Big River Company'.
- Three red boxes containing instructions:
 - * Click on Case No. to get Case Summary
 - * Click on Short Title to get Case Query
 - * Click on Originating Case No. to get Case Summary for Originating Case

At the bottom of the page is a 'PACER Service Center Transaction Receipt' box with the following details:

PACER Service Center			
Transaction Receipt			
01/24/2007 09:42:52			
PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Selection Table	Search Criteria:	Case: 62-1100
Billable Pages:	1	Cost:	0.08

Slide notes

If the case number you entered is valid, basic information about the case is displayed.

At the top of the Case Selection Table, the case number and title are shown. Multiple cases would be listed if you had searched for a range of case numbers, or perhaps for a party or attorney name.

Also shown for each case are the case opening date, the date the last docket entry was made, and the originating case number.

Notice at the bottom is the PACER Service Center Transaction Receipt showing your PACER cost. Also notice the client code you entered when you logged in is included in the receipt.

As the screen indicates, you can click on the case number to get a case summary, on the short title to get case query options, and on the originating case number to get a summary for the originating case.

Click on case number 62-1100 to get a Case summary.

Slide 8 - Case Summary

62-1100 Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseSummary.jsp?ca> Go

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

If you view the [Full Docket](#) you will be charged for 1 Pages \$0.08

Click Box
(271 x 554)
(X:0; Y:0)

Court of Appeals Docket #: 62-1100 **Filed: 01/16/2007**

Nsuit: 1410 Antitrust

Widget Company v. Big River Company

Appeal From: U.S. District Court for the Eastern District of Arkansas - Little Rock

Case Type Information:

- 1) Civil
- 2) Private
- 3) null

Originating Court Information:

District: 0860-4 : 4:06-cr-00046-JMM

Court Reporter: Elaine Hinson, Court Reporter

Court Reporter: Cheryl Nelson, Court Reporter

Trial Judge: James M. Moody, U.S. District Judge

Date Filed: 02/08/2006

Date Order/Judgment: **Date NOA Filed:** **Date Rec'd COA:**

Done Internet

Click the down arrow

Click here.

Slide notes

CM/ECF Shows you the general docket for the summary of this case. The general docket consists of basic information about the case, including originating case information, plus the last few docket entries, limited so that the summary is only one page long. Notice the button at the top that would allow you to view the full docket for this case. PACER fees are computed before you view it. We'll take a look at it later.

In order to see the rest of the general docket, click the down arrow on the scroll bar.

Slide 9 - View Document

62-1100 Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseSummary.jsp?ca> Go

01/16/2007 [icon] CRIMINAL case docketed. [3268060] [07-1100]

01/16/2007 [icon] Originating court document filed consisting of notice of appeal, docket entries, and judgment dated 1/3/07.[3268071] [07-1100]

01/16/2007 [icon] Criminal Briefing Schedule: Transcript due 02/05/2007. Clerks record due 02/05/2007. PSI report due 02/05/2007. appellant Frederick Coleman brief due 02/20/2007. Appellee(s) brief is due 21 days from service of appellant(s) brief. Appellant(s) reply brief is due 7 days from service of appellee's brief. [3268112] [07-1100]

01/19/2007 [icon] MOTION of Appellant Widget Company for bill of cost in the amount of \$234 w/service 01/17/2007. [3269487] [62-1100]

01/19/2007 [icon] MOTION of Appellant Widget Company for extension of time to file brief until 01/25/2007.1/25/07 w/service 01/19/2007. [3269542] [62-1100]

01/19/2007 [icon] MOTION of Appellant Widget Company for extension of time to file brief until 01/25/2007.1/25/07 w/service 01/19/2007. [3269544] [62-1100]

PACER Service Center

Transaction Receipt

01/24/2007 09:43:10

PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Summary	Search Criteria:	62-1100
Billable Pages:	1	Cost:	0.08

Done Internet

Slide notes

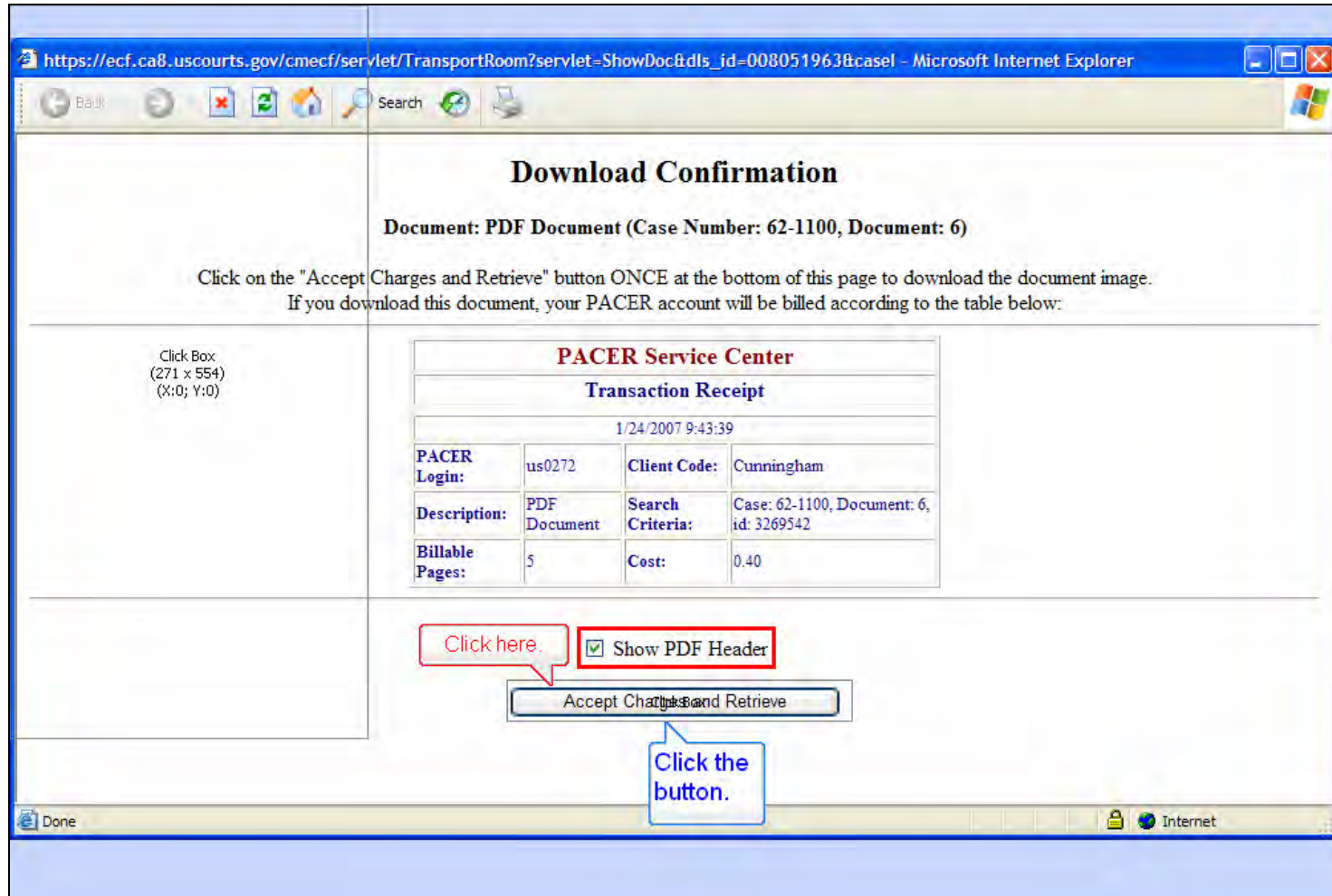
The rest of the docket is displayed. The PACER Service Center transaction receipt is at the bottom.

In this sample case, note that there are icons that look like documents next to each of the docket entries. While these will not appear for every docket entry, if they do appear, they indicate a document was filed with the court for that docket entry. To view the document, you would click on the icon.

By the way, for security reasons some documents may not be available for you. In those instances, the icon would appear as a lock rather than a document.

Click on the icon for the next to last docket entry.

Slide 10 - Slide 10



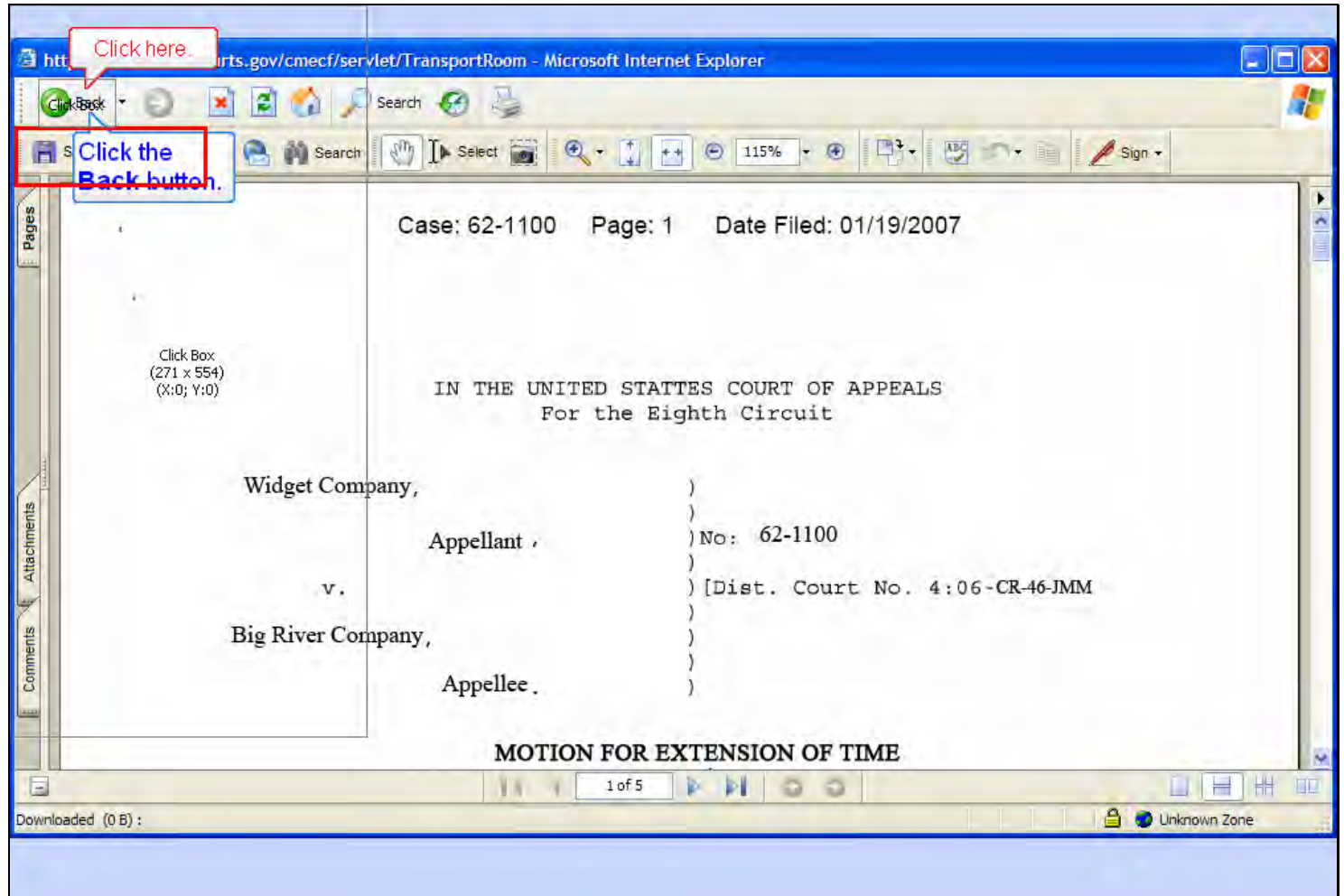
Slide notes

A Download Confirmation page will open. You should note the number of pages in the document, and what the cost will be to your PACER account.

Also notice the check box for Show PDF Header. If you leave this check box checked, the document you view will have a header at the top of each page. This header will include things like the case number, the page number, and the date filed. If you don't want that information at the top of each page, you would click the check box to uncheck it.

Click the button to accept the charges and retrieve the document.

Slide 11 - Slide 11



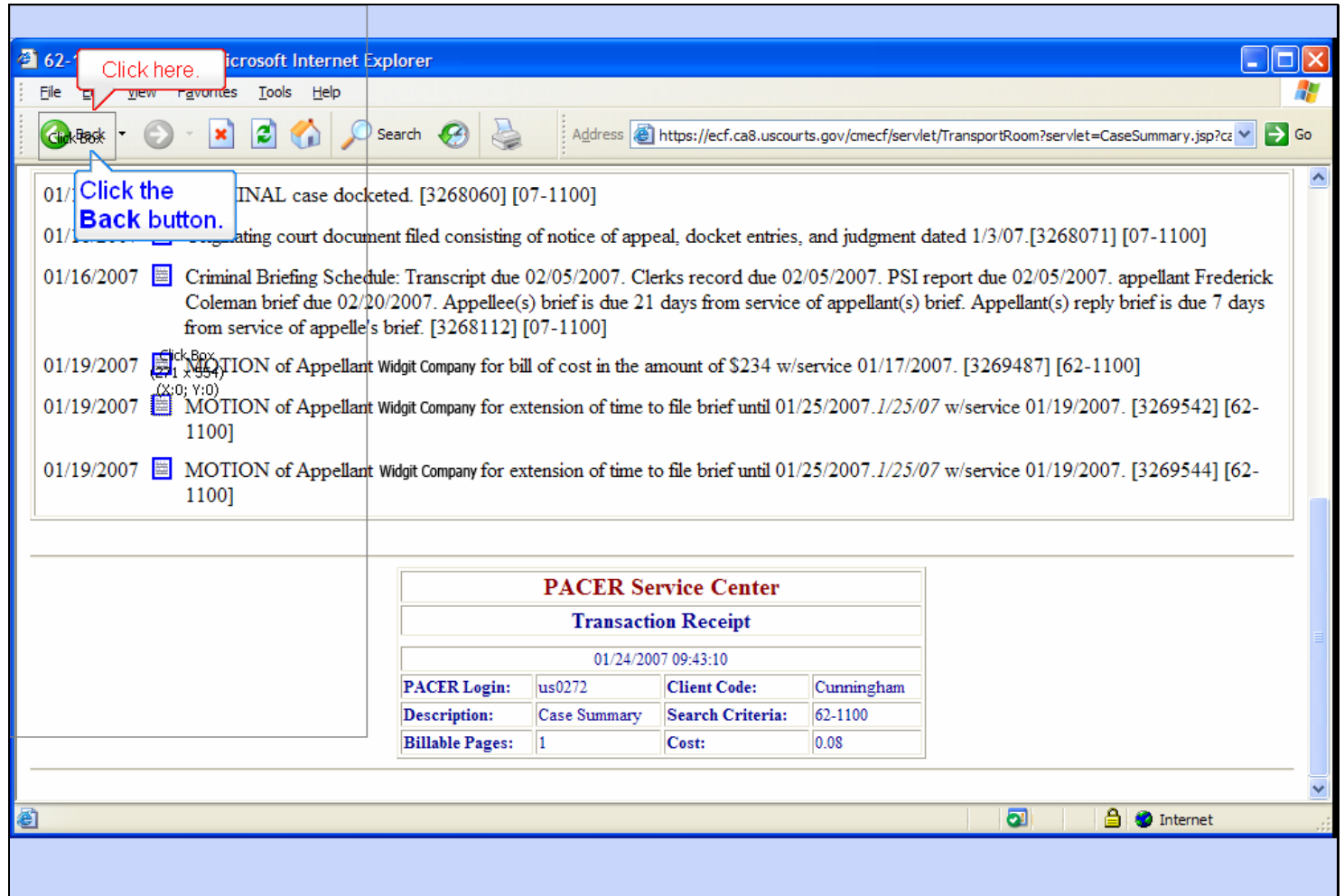
Slide notes

CM/ECF now shows you the PDF document. This document may appear either in a separate window, or in the same browser window. In this example, the document is in the same browser window.

Notice at the top are options to save or print a copy of this document.

In order to return to the docket sheet, click the Back button in the browser's tool bar.

Slide 12 - Slide 12



62-1100

Click here.

Click the Back button.

01/16/2007 FINAL case docketed. [3268060] [07-1100]

01/16/2007 Generating court document filed consisting of notice of appeal, docket entries, and judgment dated 1/3/07. [3268071] [07-1100]

01/16/2007 Criminal Briefing Schedule: Transcript due 02/05/2007. Clerks record due 02/05/2007. PSI report due 02/05/2007. appellant Frederick Coleman brief due 02/20/2007. Appellee(s) brief is due 21 days from service of appellant(s) brief. Appellant(s) reply brief is due 7 days from service of appelle's brief. [3268112] [07-1100]

01/19/2007 MOTION of Appellant Widgit Company for bill of cost in the amount of \$234 w/service 01/17/2007. [3269487] [62-1100]

01/19/2007 MOTION of Appellant Widgit Company for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269542] [62-1100]

01/19/2007 MOTION of Appellant Widgit Company for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]

PACER Service Center

Transaction Receipt

01/24/2007 09:43:10

PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Summary	Search Criteria:	62-1100
Billable Pages:	1	Cost:	0.08

Slide notes

And now you're back to the docket sheet. Click the Back button again to back up one more screen.

Slide 13 - Slide 13

Cases Selection Table - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom> Go

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

Click the case number.

Case No./Title	Opening Date	Last Docket Entry	Originating Case No.
62-1100 Wichita River Company	01/16/2007	01/19/2007 16:07:07	4:06-cr-00046-JMM

Click here.

Not
* Click on Case No. to get Case Summary
* Click on Short Title to get Case Query
* Click on Originating Case No. to get Case Summary for Originating Case

PACER Service Center

Transaction Receipt

01/24/2007 09:42:52

PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Selection Table	Search Criteria:	Case: 62-1100
Billable Pages:	1	Cost:	0.08

<https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseSummary.jsp?caseNum=62-1100&incOrigDkt=Y&incDktEntries=Y> Internet

Slide notes

And now you're back to the Case Selection Table.

Now we'll take a look at the Full Docket report. Click the hyperlink for the case number again.

Slide 14 - Full Docket

62-1100 Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseSummary.jsp?ca> Go

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

Click the **Full Docket** button.

If you view the **Full Docket** you will be charged for 1 Pages \$0.08

Click Box (271 x 554) (X:0; Y:0)

Court of Appeals Docket #: 62-1100 **Filed:** 01/16/2007

Nsuit: 1410 Antitrust

Widget Company v. Big River Company

Appeal From: U.S. District Court for the Eastern District of Arkansas - Little Rock

Case Type Information:

- 1) Civil
- 2) Private
- 3) null

Originating Court Information:

District: 0860-4 : 4:06-cr-00046-JMM

Court Reporter: Elaine Hinson, Court Reporter

Court Reporter: Cheryl Nelson, Court Reporter

Trial Judge: James M. Moody, U.S. District Judge

Date Filed: 02/08/2006

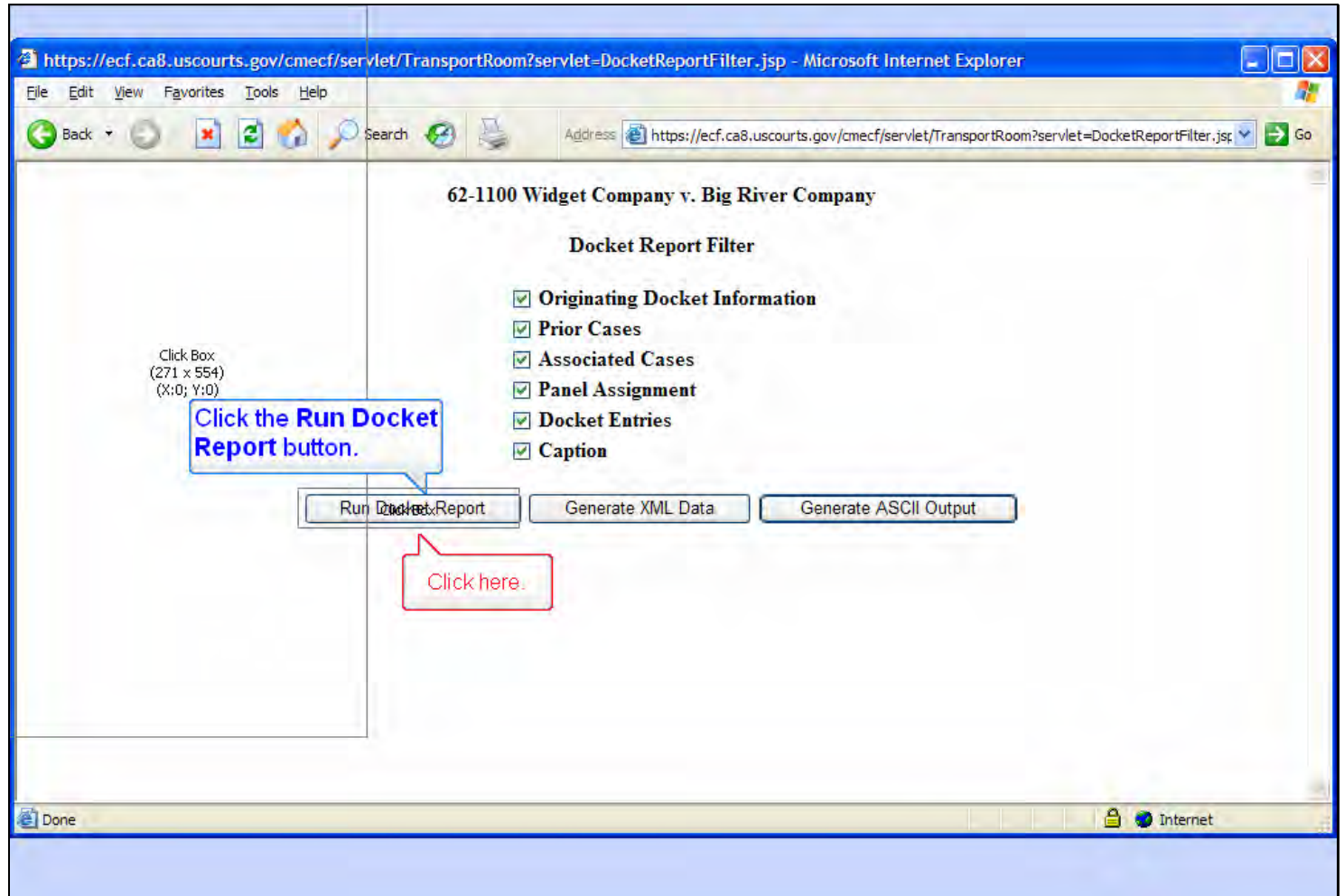
Date Order/Judgment: **Date NOA Filed:** **Date Rec'd COA:**

Done Internet

Slide notes

At the top of the case summary is a button for viewing the full docket report. Click the button for Full Docket.

Slide 15 - Slide 15



Slide notes

The Docket Report Filter page allows you to select what parts of the docket report you want to include. You would check the items you want to include and un-check the items you don't want.

We'll leave all items selected. Click the Run Docket Report button.

Slide 16 - Slide 16

62-1100 Docket - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom> Go

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

General Docket
Eighth Circuit Court of Appeals

Court of Appeals Docket #: 62-1100 **Filed:** 01/16/2007

Nsuit: 1410 Antitrust

Widget Company v. Big River Company

Appeal From: U.S. District Court for the Eastern District of Arkansas - Little Rock

Case Type Information:

- 1) Civil
- 2) Private
- 3) null

Originating Court Information:

District: 0860-4 : 4:06-cr-00046-JMM

Court Reporter: Elaine Hinson, Court Reporter

Court Reporter: Cheryl Nelson, Court Reporter

Trial Judge: James M. Moody, U.S. District Judge

Date Filed: 02/08/2006

Date Order/Judgment: 01/03/2007

Date NOA Filed: 01/12/2007

Date Rec'd COA: 01/12/2007

Prior Cases:

None

Done Internet

Click here.

Slide notes

CM/ECF produces a full docket report for the selected case with the options you checked. Scroll down the page.

Slide 17 - Slide 17

62-1100 Docket - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom> Go

01/03/2007 01/12/2007 01/12/2007

Prior Cases:
None

Current Cases:
None

Click Box
(271 x 554)
(X:0; Y:0)
Widget Component
Plaintiff - Appellant

v.

Big River Company
Defendant - Appellee

Christine M. Werner
Direct: 314-244-2480
[COR LD NTC Retained]
U.S. COURT OF APPEALS
8th Circuit
Firm: 314-244-2400
111 S. 10th Street
Room 24.329
St. Louis, MO 63102-0000

John D. Elser
[COR LD NTC Retained]
U.S. Court of Appeals
Automation
111 S. 10th Street

Scr Click here.

Done Internet

Slide notes

Information about Prior and Associated cases is included. Also included is the complete case caption.

Scroll down some more.

Slide 18 - Slide 18

62-1100 Docket - Microsoft Internet Explorer

Click here.

Click the Back button.

Click Box (21 x 954) (X:0;1100)

02/22/2007 APPEARANCE filed by:Paige Sheppard for Appellant Widget Company [3280892] [62-1100]

02/22/2007 APPEARANCE filed by:Paige Sheppard for Appellant Widget Company [3280899] [62-1100]

02/22/2007 APPEARANCE filed by:Paige Sheppard for Appellant Widget Company [3280901] [62-1100]

02/22/2007 MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 01/30/2007. [3280913] [62-1100]

02/26/2007 MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 02/20/2007. [3281969] [62-1100]

02/26/2007 MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 01/30/2007. [3281974] [62-1100]

03/12/2007 LETTER from Appellant Widget Company requesting additional oral aurgument time. w/service 03/06/2007 [3287142] [62-1100]

PACER Service Center

Transaction Receipt

03/14/2007 10:19:41

PACER Login:	us0272	Client Code:	Cunningham
Description:	Full Docket Report	Search Criteria:	62-1100
Billable Pages:	2	Cost:	0.16

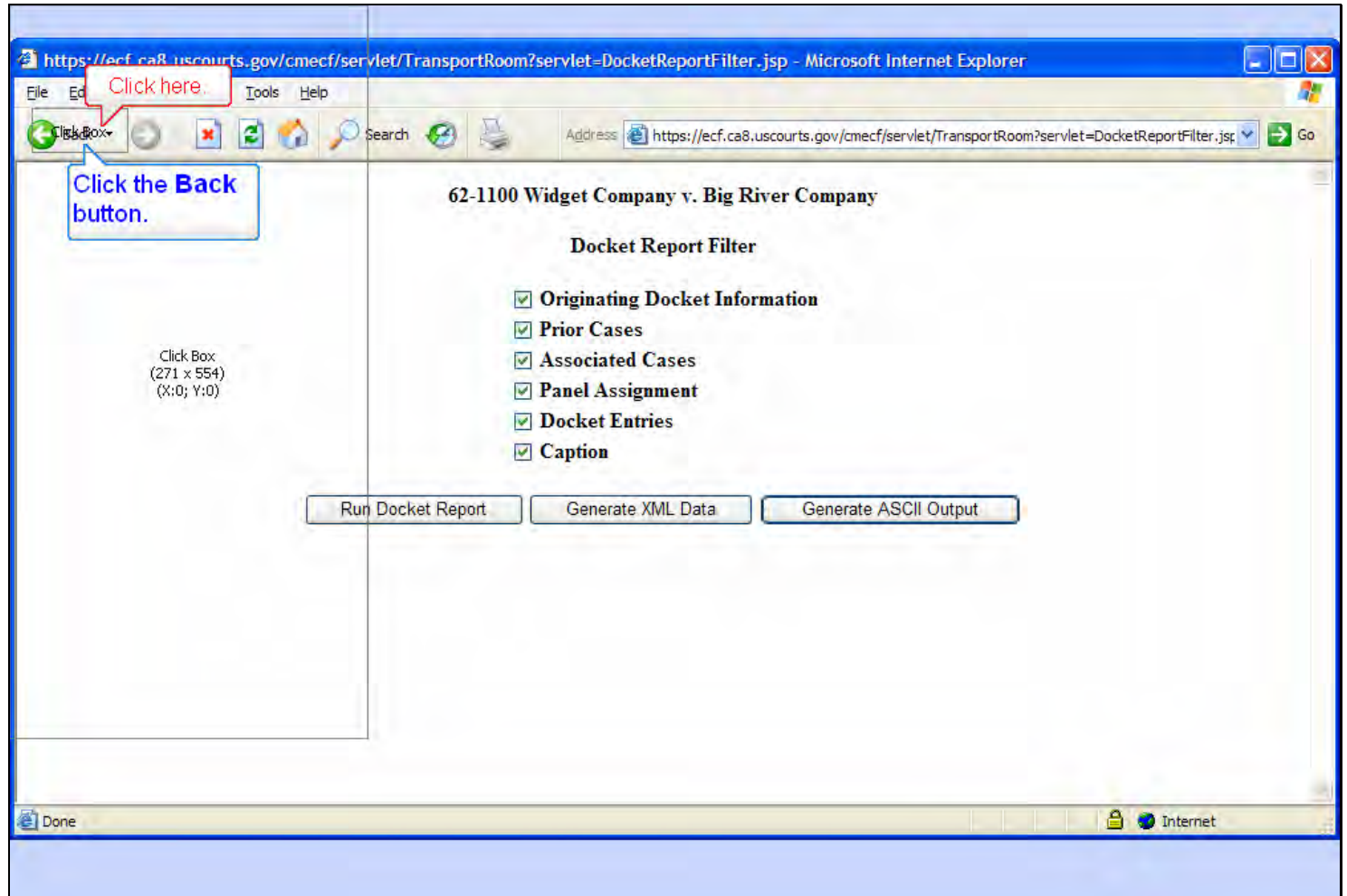
Done Internet

Slide notes

All docket entries for the case are included in the full docket report.

Click the browser's back button to return to the Case Search Page.

Slide 19 - Slide 19



Slide notes

Click Back one more time.

Slide 20 - Slide 20

62-1100 Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseSummary.jsp?ca> Go

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

Click here.

Click Case Search.

If you view the [Full Docket](#) you will be charged for 1 Pages \$0.08

General Docket
Eighth Circuit Court of Appeals

Click Box
(271 x 554)
(X:0; Y:0)

Court of Appeals Docket #: 62-1100 **Filed: 01/16/2007**
Nsuit: 1410 Antitrust
Widget Company v. Big River Company
Appeal From: U.S. District Court for the Eastern District of Arkansas - Little Rock

Case Type Information:

- 1) Civil
- 2) Private
- 3) null

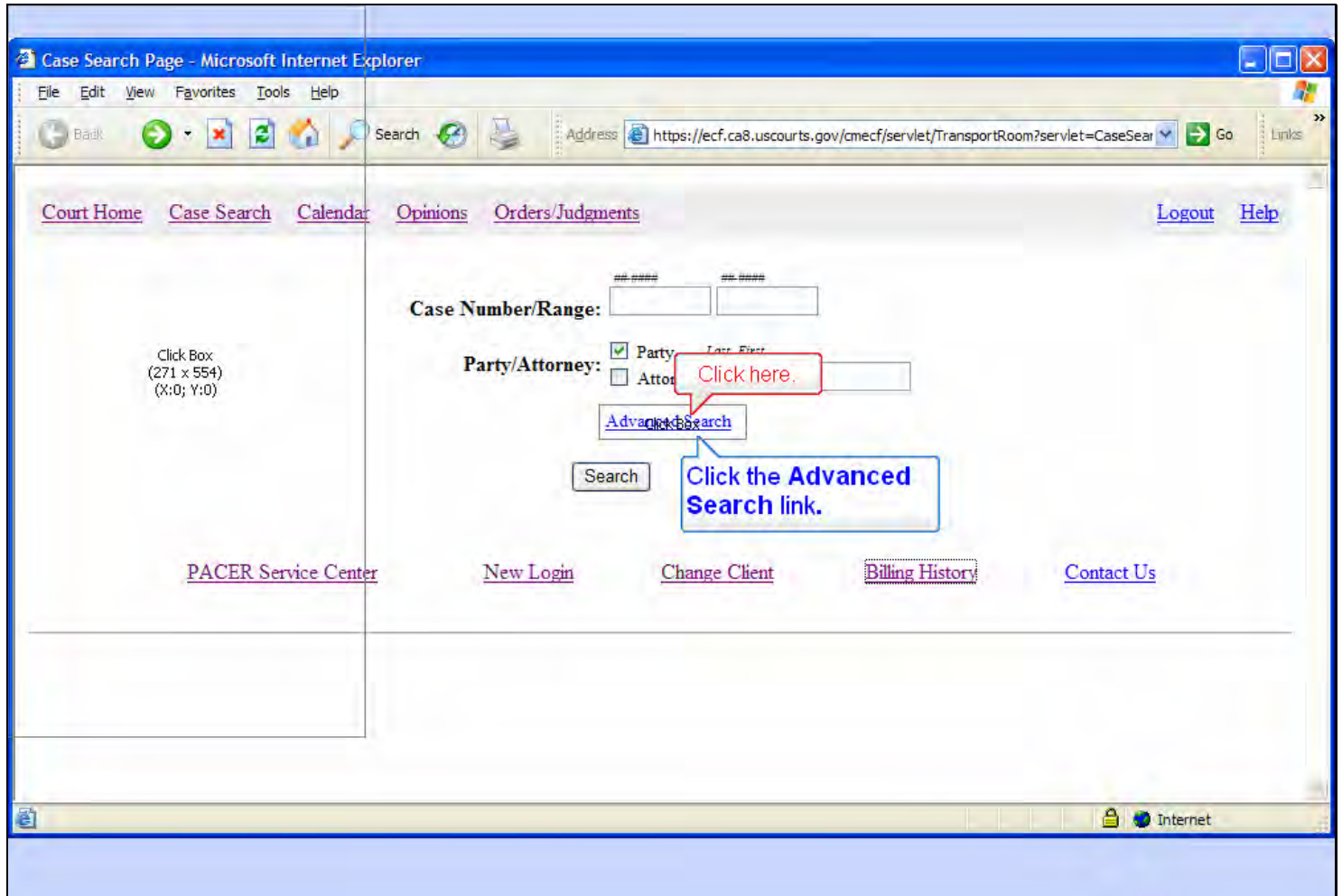
Originating Court Information:
District: 0860-4 : 4:06-cr-00046-JMM
Court Reporter: Elaine Hinson, Court Reporter
Court Reporter: Cheryl Nelson, Court Reporter
Trial Judge: James M. Moody, U.S. District Judge
Date Filed: 02/08/2006
Date Order/Judgment: **Date NOA Filed:** **Date Rec'd COA:**

Done Internet

Slide notes

Now click the hyperlink for Case Search.

Slide 21 - Advanced Search



Slide notes

Now let's explore the Advanced Search features. Click on Advanced Search.

Slide 22 - Slide 22

Case Advanced Search Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseSear> Go Links

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Logout](#) [Help](#)

Case Number/Range:

Party/Attorney: ☒ Party ☐ Attorney

Case types:

Origin:

Cases Filed Between: 03/13/2007

Cases Closed Between:

Nature of Suit:

Click Box (271 x 554) (X:0; Y:0)

Click here.

Done Internet

Slide notes

The advanced search options allow you to locate a case using additional search criteria. For example, you can search for cases by case types, origin, filed dates in a date range, closed dates in a date range, and by nature of suit.

Scroll down.

Slide 23 - Slide 23

Click here.

Click the Back button.

Click Box
(271 x 554)
(X:0; Y:0)

Origin: Benefits Review Board
Board of Contractor Appeals

Cases Filed Between: 03/13/2007

Cases Closed Between:

Nature of Suit: 1110 Insurance

Sort by: Case number ☒ Ascending order
☐ Descending order

☐ Open Cases ☐ Closed Cases ☒ Both

Search Clear

[PACER Service Center](#) [New Login](#) [Change Client](#) [Billing History](#) [Contact Us](#)

Slide notes

The other advanced options include the ability to sort the cases selected by either case number or filed date in either ascending or descending order. You can further specify whether you want open cases only, closed cases only, or both.

We'll not perform another search in this lesson.

Click the Back button.

Slide 24 - Slide 24

Case Search Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseSear> Go

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Logout](#) [Help](#)

Click Box
(271 x 554)
(X:0; Y:0)

Case Number/Range:

Party/Attorney: ☒ Plaintiff ☐ Attorney

[Advanced Search](#)

[PACER Service Center](#) [New Login](#) [Change Client](#) [Billing History](#) [Contact Us](#)

Internet

Slide notes

Now we'll take a look at the Case Query features. Enter case number 62-1100 and click Search again.

Slide 25 - Case Query

Cases Selection Table - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom> Go Links

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

Case Selection Page

Case No./Title	Filing Date	Last Docket Entry	Originating Case No.
62-1100 Widget Company v. Big River Company	01/16/2007	03/12/2007 09:19:00	4:06-cr-00046-JMM

Note:

- * Click on Case No. to get Case Summary
- * Click on Short Title to get Case Query
- * Click on Originating Case No. to get Case Summary for Originating Case

PACER Service Center

Transaction Receipt

03/13/2007 07:47:32

PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Selection Table	Search Criteria:	Case: 62-1100
Billable Pages:	1	Cost:	0.08

<https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseSummary.jsp?caseNum=62-1100&incOrigDkt=Y&incDktEntries=Y> Internet

Slide notes

Remember you can click the Short Title for the case to get a Case Query. Click the hyperlink for the Short Title.

Slide 26 - Slide 26

62-1100 Case Query - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=CaseQue> Go Links

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

62-1100 Widget Company v. Big River Company
Case Query Page

Associated Cases

Case Number	Short Title	Type	Start	End	Status
Click Box (271 x 554) (x:0; y:0)					

Originating Cases

Originating Case	Lead Case	Filed	Execution Date	Judgment	NOA	Originating Judge	Court Reporter
4:06-cr-00046-JMM		02/08/2006		01/03/2007	01/12/2007		Hinson, Elaine
4:06-cr-00046-JMM		02/08/2006		01/03/2007	01/12/2007		Nelson, Cheryl
4:06-cr-00046-JMM		02/08/2006		01/03/2007	01/12/2007	Moody, James M.	

Parties

Party	Party Type	Terminated from Case	Attorney
Widget Company	Plaintiff-Appellant		Werner, Christine M.
Big River Company	Defendant-Appellee		Elser, John D.

Attorneys

Attorney	Party Type(s) Represented	Representation End

Done Internet

Click here

Slide notes

The case query page shows various pieces of information about your selected case. At the top of the page is information about any associated cases. This case has none.

Next is information about the originating cases. For our case it displays information about the court reporters and the judge in the originating case, plus the date it was filed, the date the Judgment was entered, and the date the notice of appeal was filed.

The parties are also listed, along with their party types and their attorneys. If the party were terminated, the date of termination would also appear.

There are hyperlinks for the originating case and for the parties. If you clicked the hyperlink for the originating case, you would be allowed to query that case. If you clicked the hyperlink for one of the parties, you would be able to obtain a case summary or case query for each of the cases to which they were a party.

Scroll down the page.

Slide 27 - Slide 27

Click here.

Click the Back button.

Party	Party Type	Terminated from Case	Attorney
Widget Company	Plaintiff-Appellant		Werner, Christine M.
Big River Company	Defendant-Appellee		Elser, John D.

Attorneys

Attorney	Party Type(s) Represented	Representation End
Werner, Christine M.	Plaintiff-Appellant	
Elser, John D.	Defendant-Appellee	

PACER Service Center

Transaction Receipt

03/13/2007 07:50:44

PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Query	Search Criteria:	62-1100
Billable Pages:	1	Cost:	0.08

Slide notes

The attorneys are listed near the bottom of the page. If you click an attorney's name, you would get a case selection table that would allow you to obtain a case summary or case query for each of the cases to which that attorney is linked.

Click the browser's Back button.

Slide 28 - Slide 28

Cases Selection Table - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom> Go Links

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

Case Selection Page

Case No./Title	Opening Date	Last Docket Entry	Originating Case No.
62-1100 Widget Company v. Big River Company	01/16/2007	03/12/2007 09:19:00	4:06-cr-00046-JMM

Note:
(271 x 554)
(X:0; Y:0)

- * Click on Case No. to get Case Summary
- * Click on Short Title to get Case Query
- * Click on Originating Case No. to get Case Summary for Originating Case

PACER Service Center

Transaction Receipt

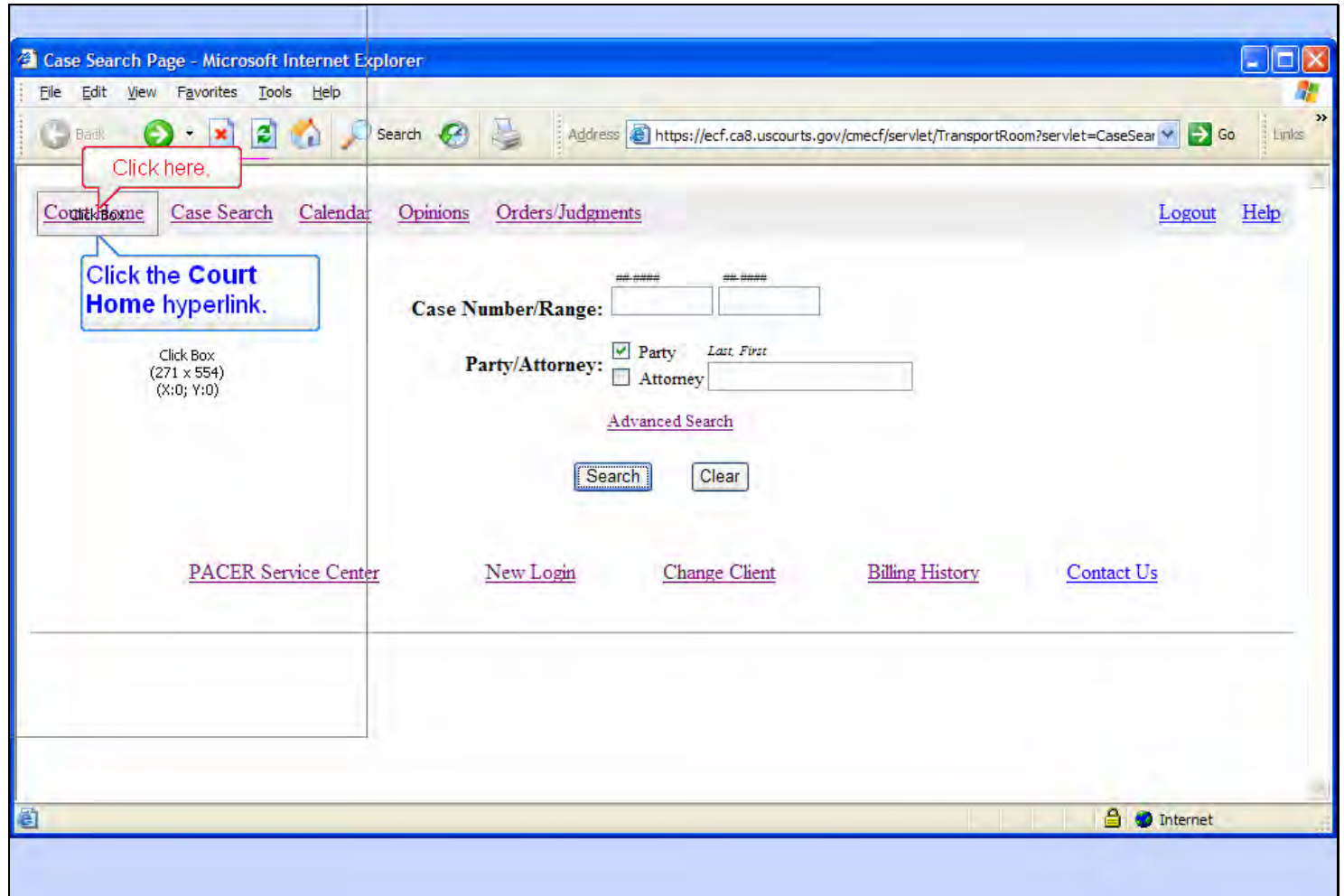
03/13/2007 07:47:32

PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Selection Table	Search Criteria:	Case: 62-1100
Billable Pages:	1	Cost:	0.08

Slide notes

Click the Case Search hyperlink.

Slide 29 - PACER Related Functions



Slide notes

And we're back to the Case Search Page.

The Case Search Page is also the primary page for all PACER related functions. The page has several hyperlinks. We'll explore several of them in this lesson.

To begin, click the hyperlink for Court Home.

Slide 30 - Court Home

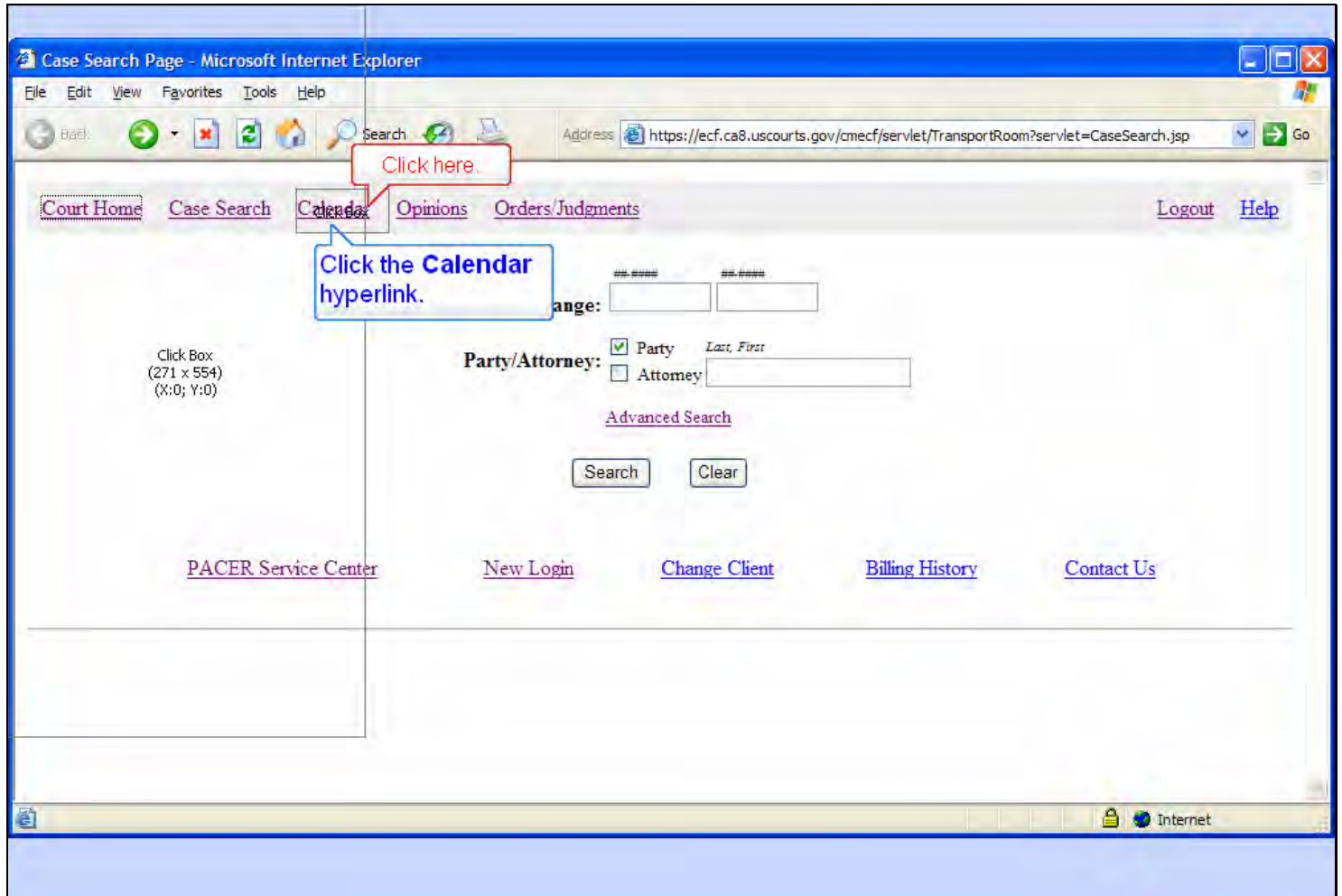


Slide notes

Your browser displays the home page for the U.S. Court of Appeals for the Eighth Circuit.

To return to the Case Search Page, click the browser's Back button.

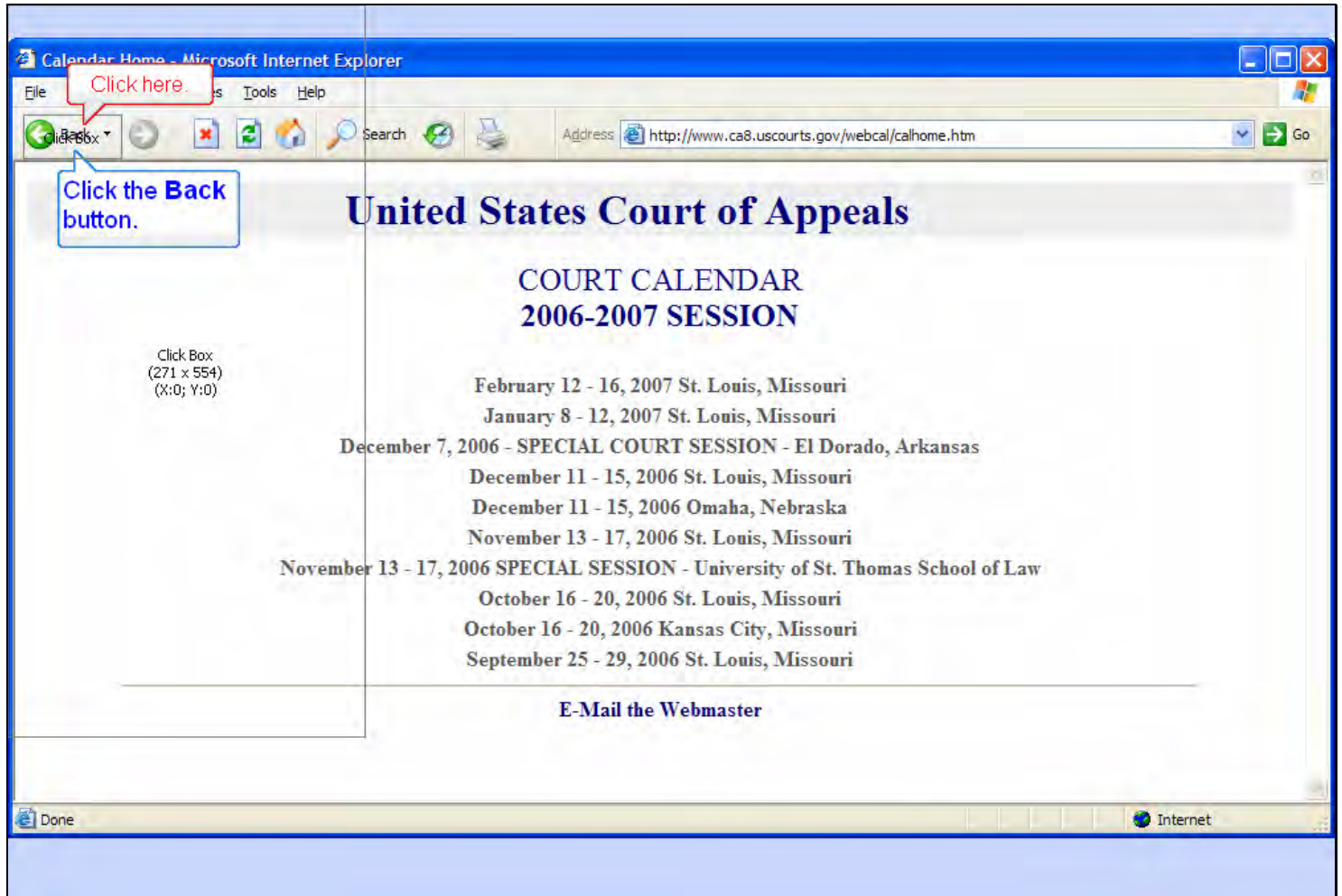
Slide 31 - Slide 31



Slide notes

Next, click the Calendar hyperlink.

Slide 32 - Court Calendar

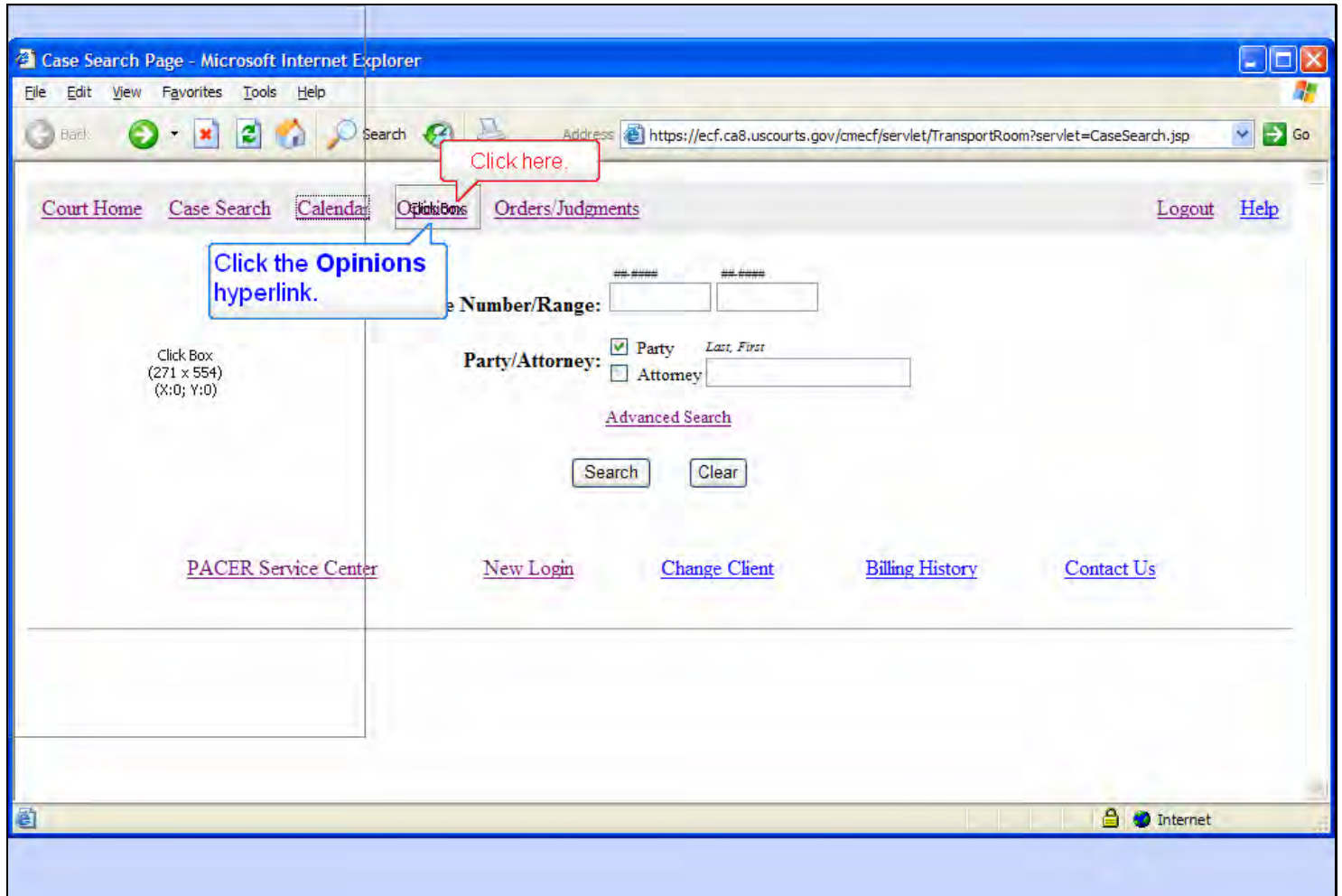


Slide notes

Your browser now shows you the court calendar for the Eighth Circuit.

Click the Back button to return to the Case Search Page.

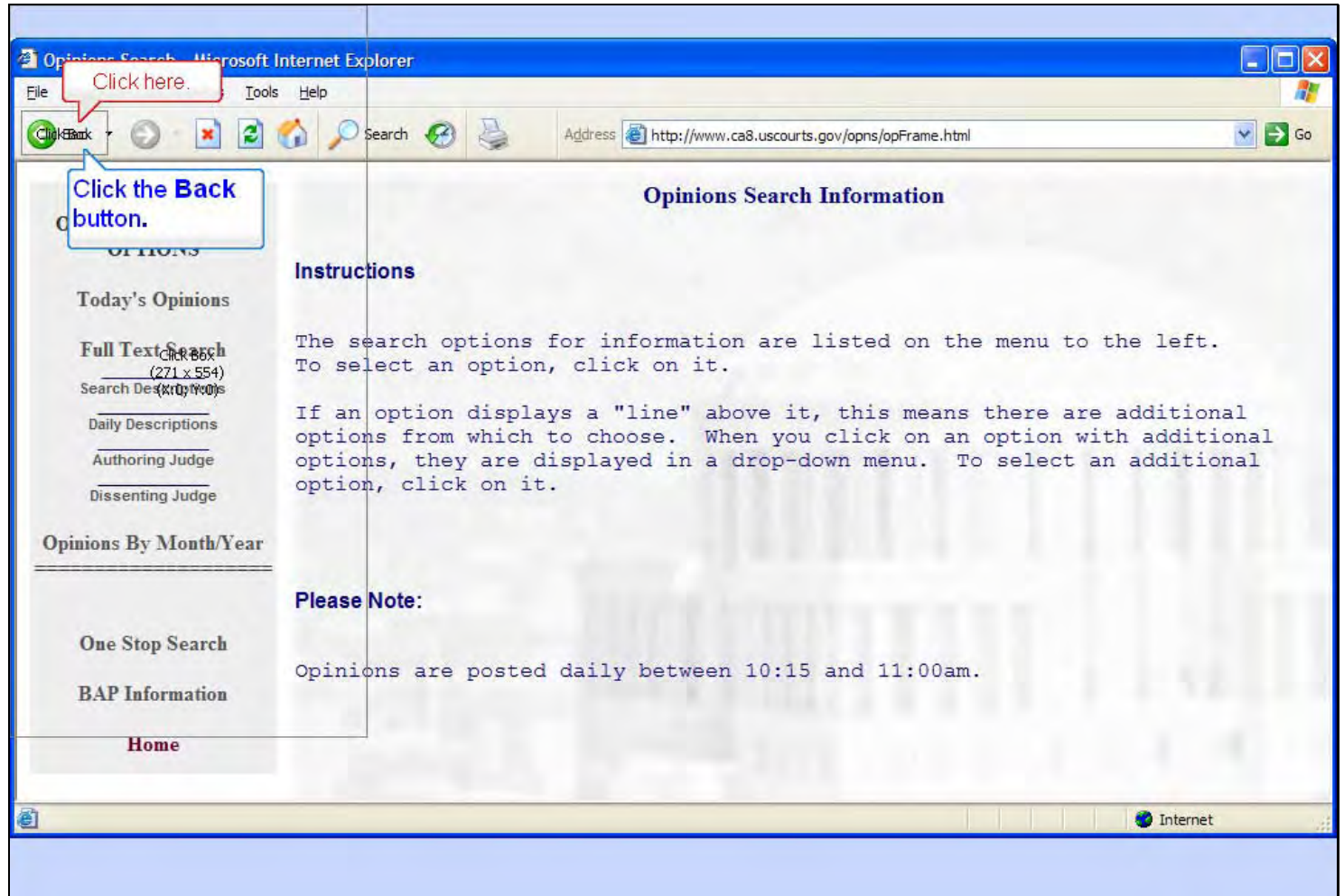
Slide 33 - Slide 33



Slide notes

The Case Search Page also has a hyperlink for Opinions. Click that hyperlink.

Slide 34 - Opinions

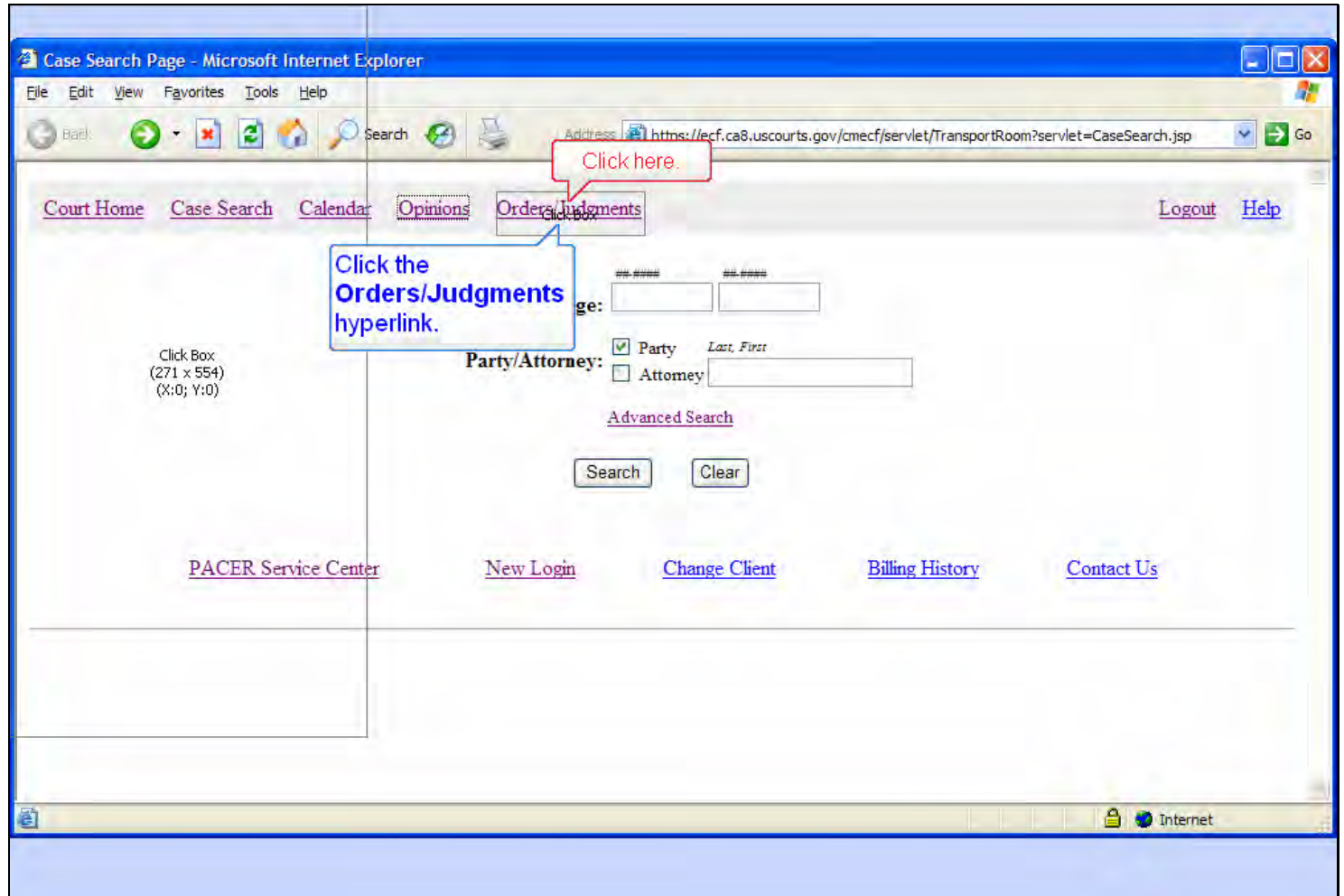


Slide notes

You're taken to the Eighth Circuit's Opinions Search page. You can use this page to search for opinions that have been posted on their web site.

Click the Back button to return to the Case Search Page.

Slide 35 - Slide 35



Slide notes

Now try the Orders/Judgments hyperlink.

Slide 36 - Orders/Judgments

The screenshot shows a web browser window with the URL <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=OrderJudgment.jsp>. The page title is "Orders/Judgments and Opinions". On the left, there are links for "Court Home" and "Case Search", and a "Click Box (271 x 554) (X:0; Y:0)" placeholder. On the right, there are links for "Logout" and "Help". The main content area has a "Report Type" section with three checked options: "Order", "Judgment", and "Opinion". There are also two unchecked options: "Dispositive Entries Only" and "Per Curiam Entries Only". Below this is a "Case Number/Range" field with two input boxes. A "Search Latest Since Report Last Run" button is present, with a note below it stating "This option will include all filing dates on or after December 31, 1969". The "Search by Day" section includes a "Date" field with dropdowns for "Month" (January), "Day" (29), and "Year" (2007). The "Date Type" section has two radio buttons: "Filed Date" (selected) and "Entry Date". A "Search Date" button is located below the "Date Type" section. At the bottom, there is a "Search by Month" section. A red callout box with the text "Click here." points to a small blue arrow icon in the bottom right corner of the page.

Click Box
(271 x 554)
(X:0; Y:0)

Orders/Judgments and Opinions

Report Type

☒ Order ☐ Dispositive Entries Only

☒ Judgment ☐ Per Curiam Entries Only

☒ Opinion Case Number/Range:

Search Latest Since Report Last Run

This option will include all filing dates on or after December 31, 1969

Search by Day

Date Month Day Year

January 29 2007

Date Type ☒ Filed Date ☐ Entry Date

Search Date

Search by Month

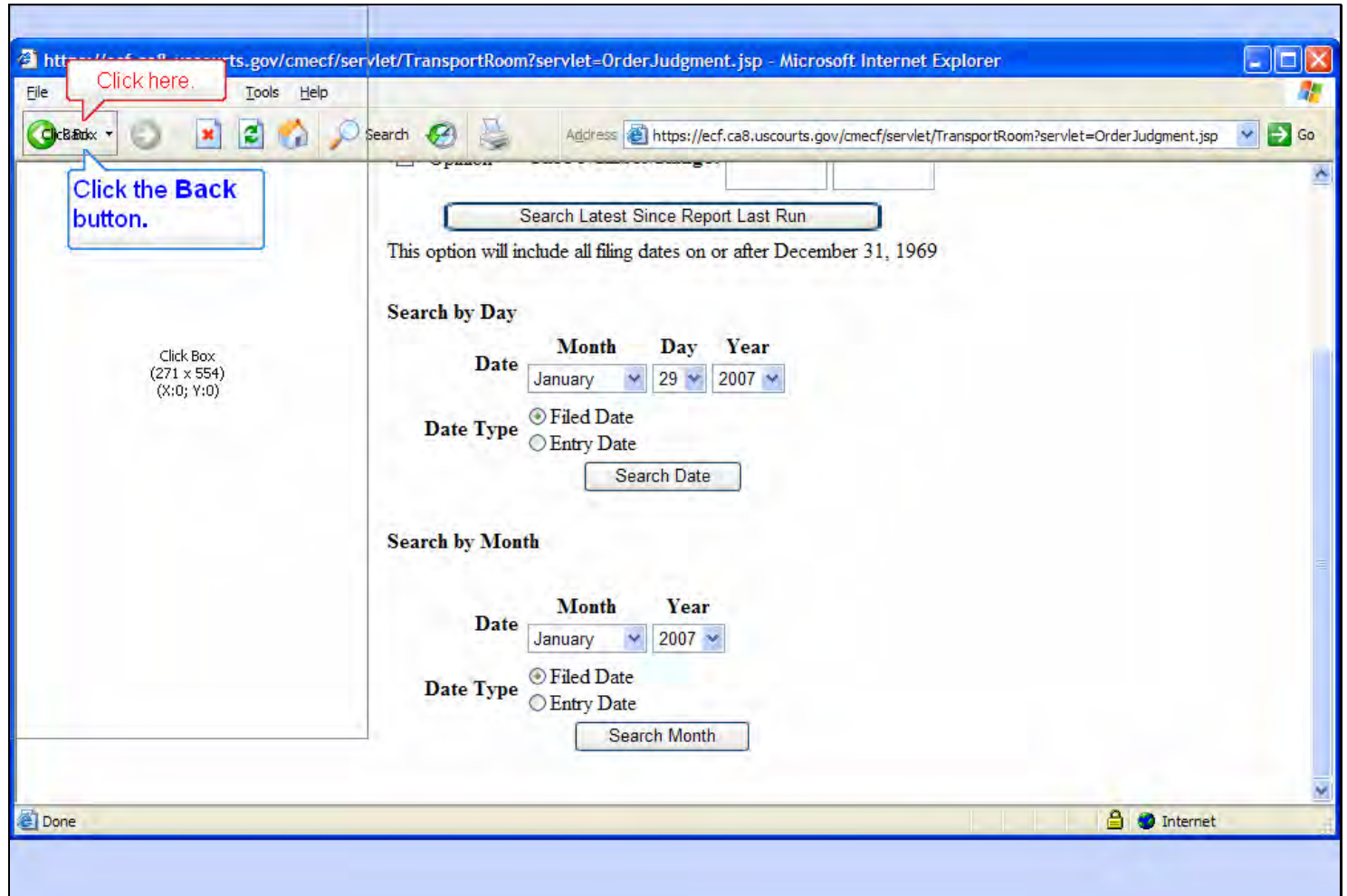
Click here.

Slide notes

The Orders/Judgments and Opinions page allows you to search for these things using various search criteria.

Scroll down to see the other search criteria options.

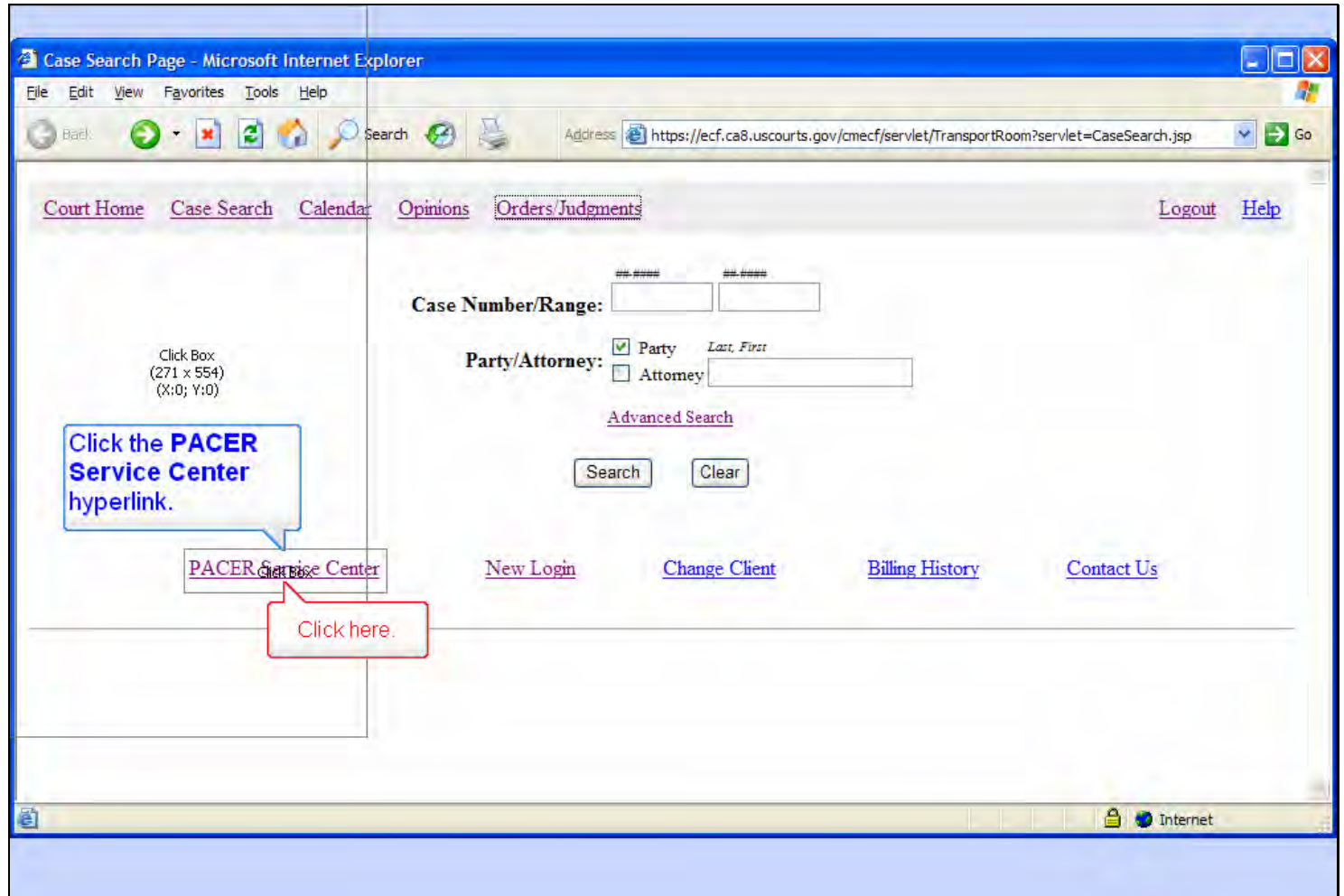
Slide 37 - Slide 37



Slide notes

Click the Back button to return to the Case Search Page.

Slide 38 - Slide 38



Slide notes

Now click the PACER Service Center hyperlink.

Slide 39 - PACER Service Center

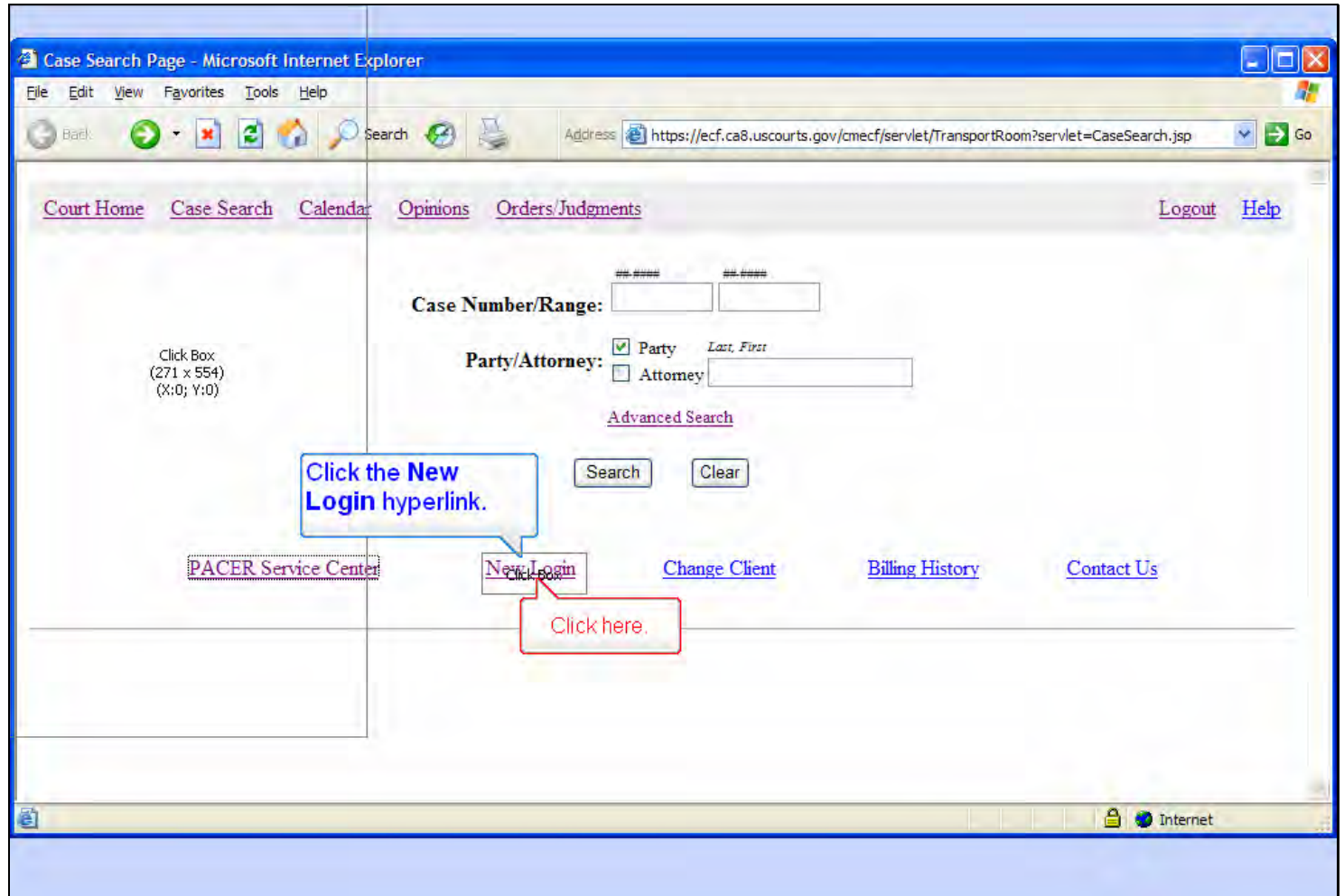


Slide notes

You're now looking at the PACER Service Center's home page.

To return to the Case Search Page, click the Back button.

Slide 40 - Slide 40



Slide notes

The New Login hyperlink will take you to the PACER Service Center web site and allow you to login with a different PACER login. Click that link.

Slide 41 - New Login

Click here.

Click the Back button.

Login Form

Welcome to PACER

PACER Login:

PACER Password:

Client Code : ?

Your browser must be set to accept cookies in order to login to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Notice: There is a fee increase from \$0.07 to \$0.08 per page beginning on Jan. 1, 2005. For more information, [click here.](#)

What is PACER?
Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index.

A PACER login and password allows access to Federal case and docket information in all approved Federal Judiciary electronic public access programs including PACER, RACER, CM/ECF, and the U.S. Party/Case Index.

Need More Information? Try these links...

[PACER Frequently Asked Questions](#)

[CME/ECF Frequently Asked Questions](#)

Need an account id and password?

[Register Now](#)

Forgot your password?

[Request Forgotten Password](#)

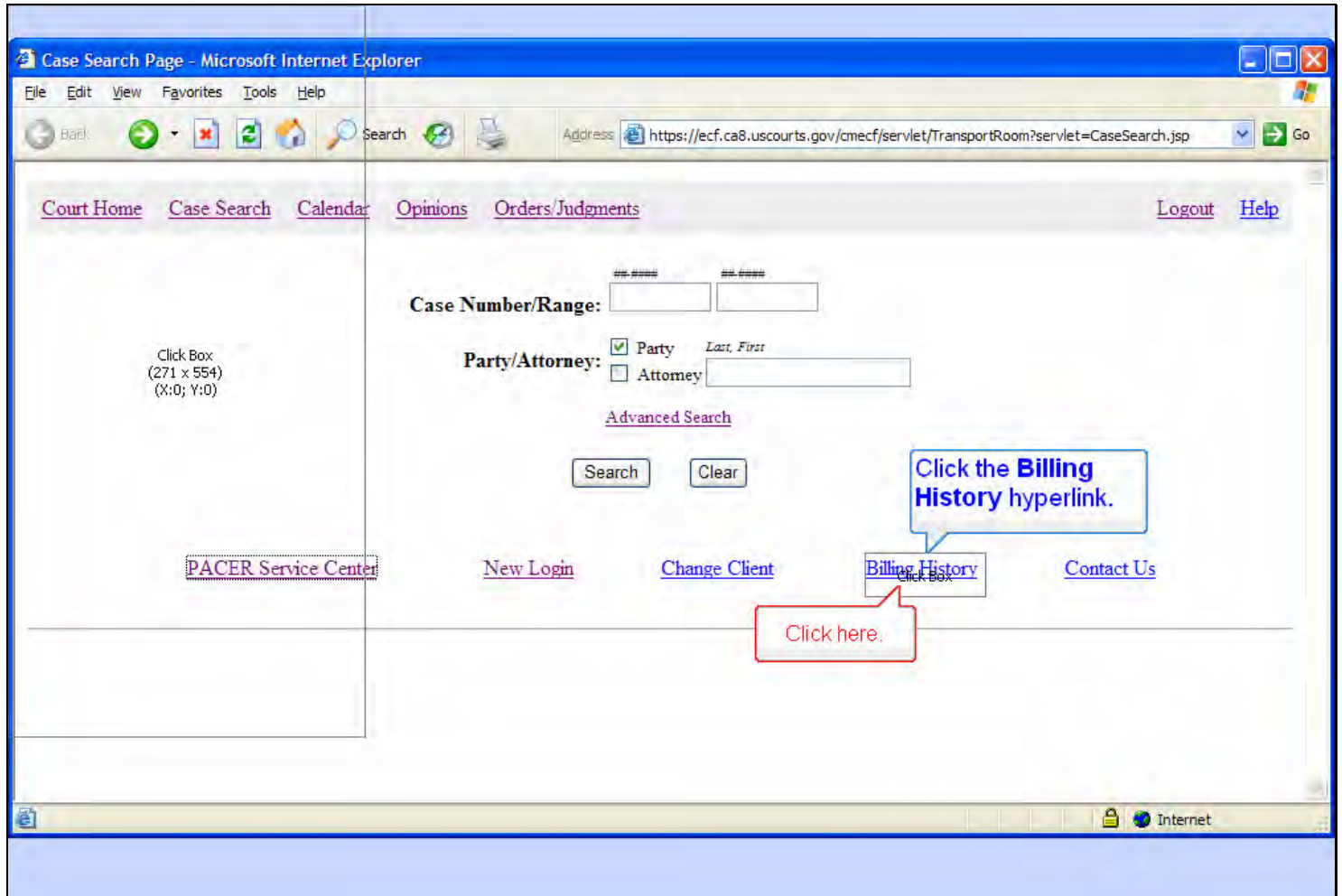
Remember logins and passwords are case sensitive.

Slide notes

On the PACER login form, you would enter the desired PACER Login and Password, and optionally enter a client code.

Click the Back button to return to the Case Search Page.

Slide 42 - Slide 42



Slide notes

To see your current PACER billing history, click the Billing History hyperlink.

Slide 43 - Billing History

Billing History Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?servlet=PACERBillHistory.jsp> Go

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Logout](#) [Help](#)

Transactions dated: 1/01/2007 to 1/29/2007

Sort: Date

Click here.

Submit

Click the Submit button.

PACER Service [New Login](#) [Change Client](#) [Contact Us](#)

Done Internet

Slide notes

You can limit the billing history by entering a date range for transactions. The default date range is the current month, but you can enter different dates if desired.

You can also sort the history by either date or client code and date.

Click the Submit button to see all transactions in January sorted by date.

Slide 44 - Slide 44

Click Box
(271 x 554)
(X,Y:0)

Date	Time	Pages	Client Code	Description	Search Criteria
01/03/2007	15:17:34	1		Case Selection Table	Case: 06-1001
	15:17:35	1		Case Selection Table	Case: 06-1488
	15:17:37	1		Case Query	06-1001
	15:17:42	1		Case Summary	06-1488
	15:18:10	1		Case Selection Table	Case: 06-1001
	15:18:24	1		Case Selection Table	Case: 06-1001
	15:18:43	1		Order Selection Table	Search on filed date since 1969/12/31 for all, codes: p, j, o, case 06-1001
	15:19:06	1		Case Selection Table	Case: 06-1001
	15:19:07	1		Case Selection Table	Case: 06-1001
	15:19:12	1		Case Summary	06-1001
	15:19:16	1		Case Summary	06-1001
	15:19:18	1		Case Query	06-1001

Click here.

Slide notes

The report shows all PACER transactions for the entered date range, the number of pages for each transaction, and the costs.

Scroll down to the bottom of the report.

Slide 45 - Slide 45

Click here.

Click the Back button.

Date	Time	Quantity	Name	Description
01/29/2007	10:53:58	1	Cunningham	Case Selection Table Case: 62-1100
	10:54:05	1	Cunningham	Case Summary 62-1100
	10:54:18	1	Cunningham	Full Docket Report 62-1100
	10:54:27	1	Cunningham	Case Selection Table Case: 62-1100
	10:59:07	1	Cunningham	Case Query 62-1100
	11:00:01	1	Cunningham	Case Selection Table Name: Widget Company (pty pty)
	11:00:08	1	Cunningham	Case Selection Table Name: Big River Company (pty pty)
SUB TOTAL:		7	pages	
		\$ 0.56	charges	
TOTAL:		5247	pages	
		\$ 419.76	charges	

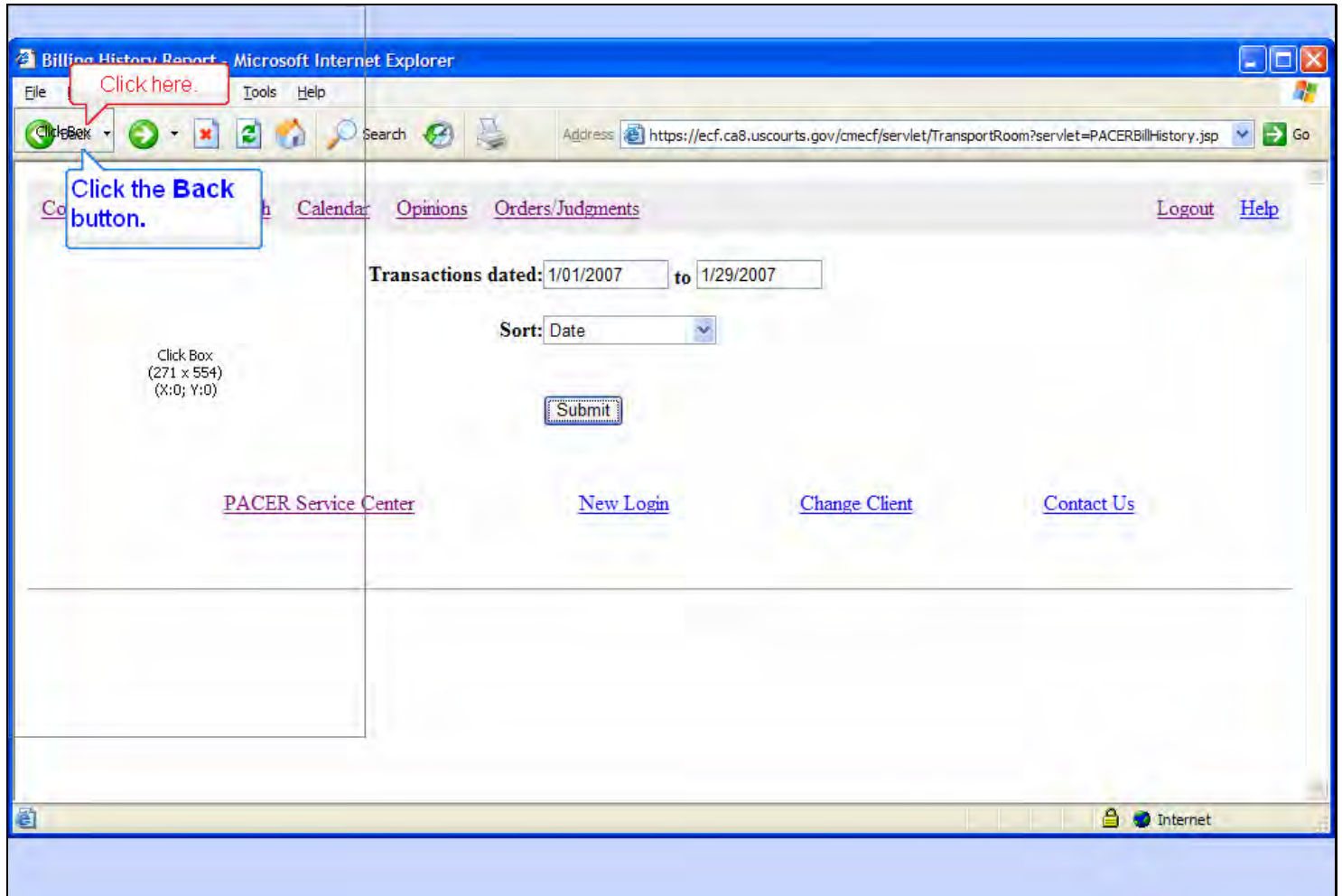
[PACER Service Center](#) [New Login](#) [Change Client](#) [Contact Us](#)

Slide notes

The total for the displayed time period is shown at the bottom of the report.

Click the Back button.

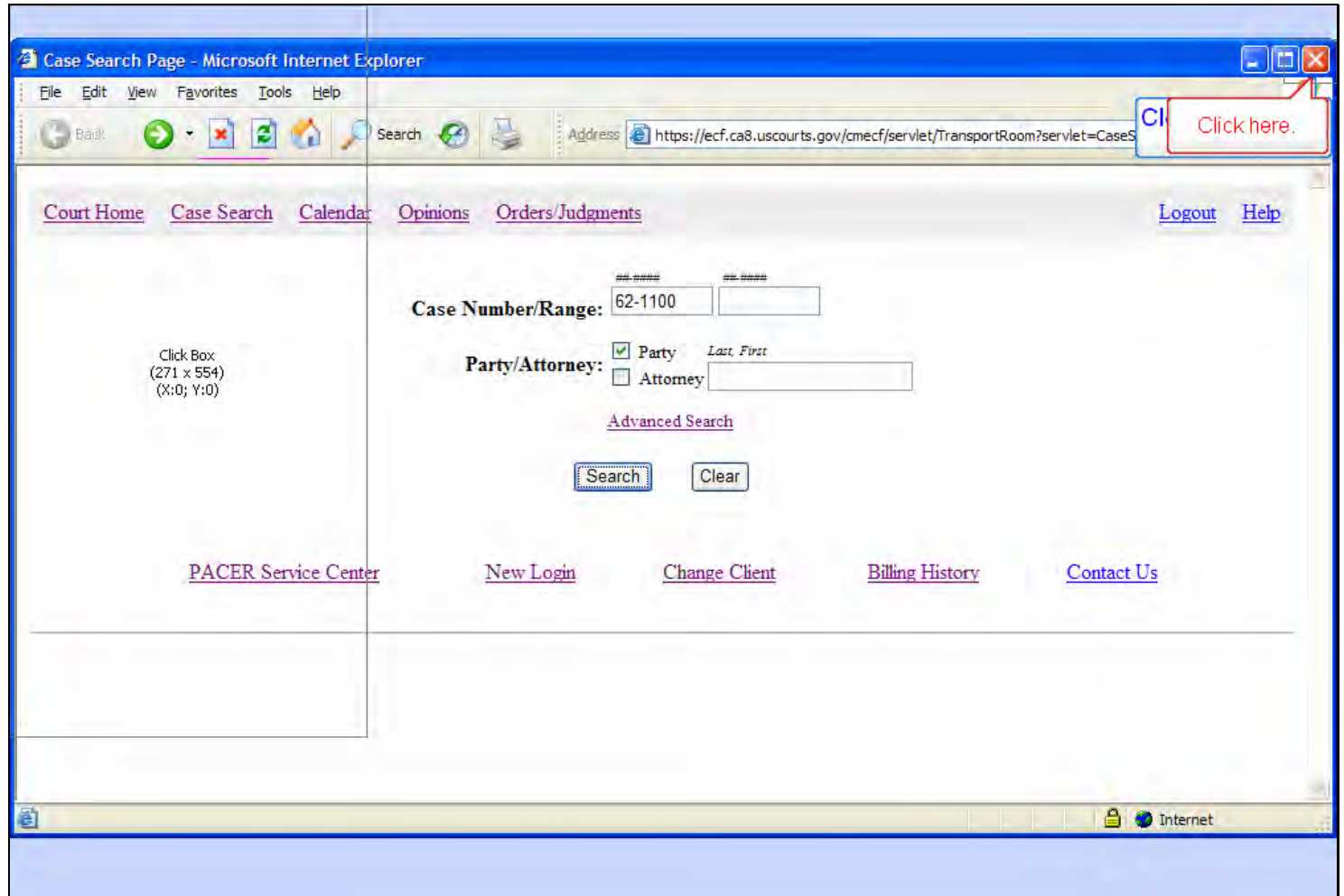
Slide 46 - Slide 46



Slide notes

And click Back one more time to return to the Case Search page.

Slide 47 - Slide 47



Slide notes

Close the Case Search Page.

Slide 48 - Back to Startup Page



Slide notes

And that was a quick tour of the Reports menu and the PACER options.

Slide 49 - Logout



Slide notes

To end your CM/ECF session, click Logout in the menu.

Slide 50 - Logout Menu



Slide notes

Now click Logout CM/ECF.

Slide 51 - Slide 51



Slide notes

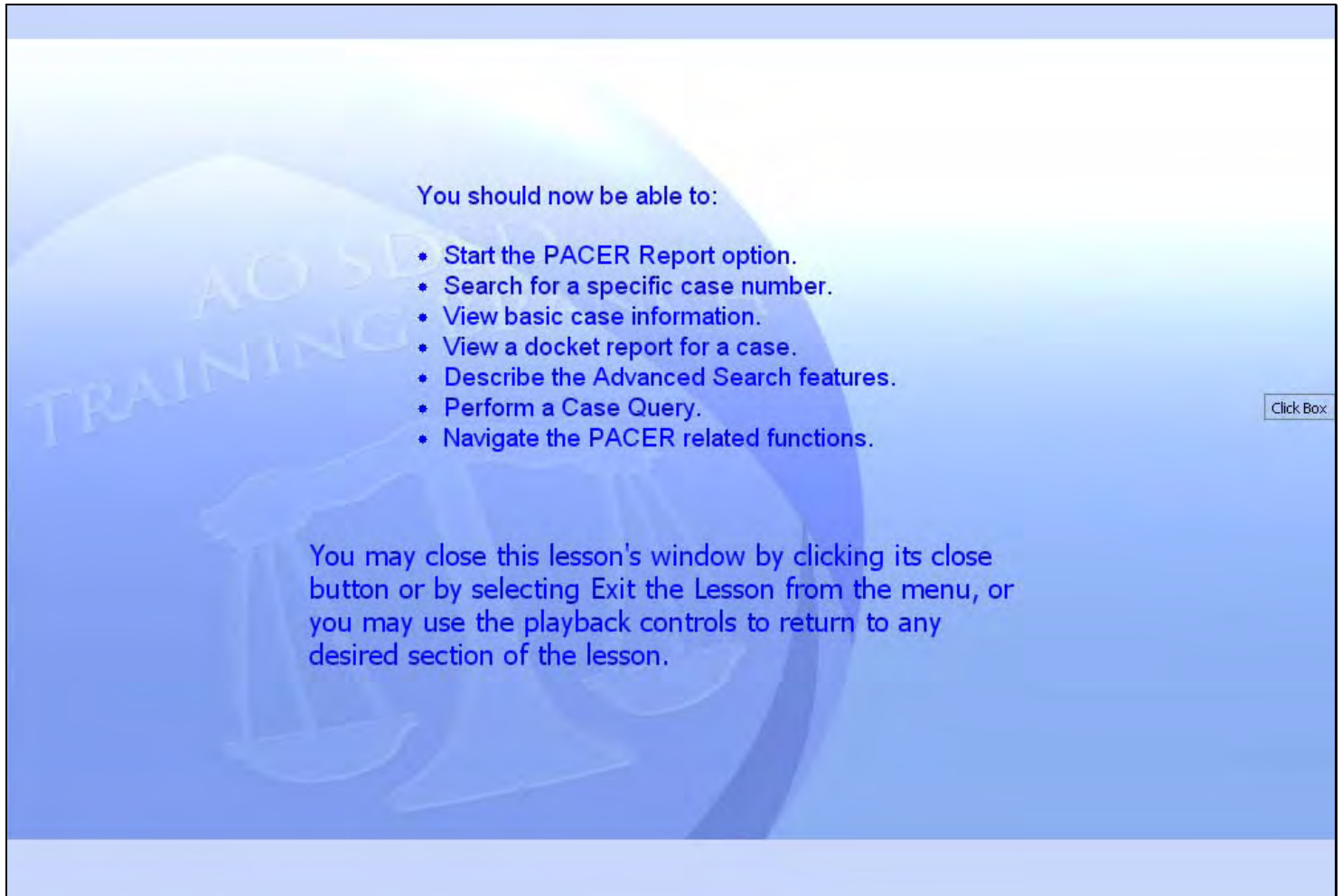
(Note: This is a transition page.)

Slide 52 - Logout OK



Slide notes

Confirm you want to logout by clicking Yes.

Slide 53 - SummaryThe slide has a blue gradient background with a faint watermark of a scale of justice and the text "AO SE TRAINING". The text is in a light blue color. The text "You should now be able to:" is followed by a bulleted list of seven items. The text "You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson." is located at the bottom. A small "Click Box" button is on the right side.

You should now be able to:

- Start the PACER Report option.
- Search for a specific case number.
- View basic case information.
- View a docket report for a case.
- Describe the Advanced Search features.
- Perform a Case Query.
- Navigate the PACER related functions.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

Click Box

Slide notes

This concludes the PACER Report lesson module.

You should now be able to:

Start the PACER Report option.

Search for a specific case number.

View basic case information.

View a docket report for a case.

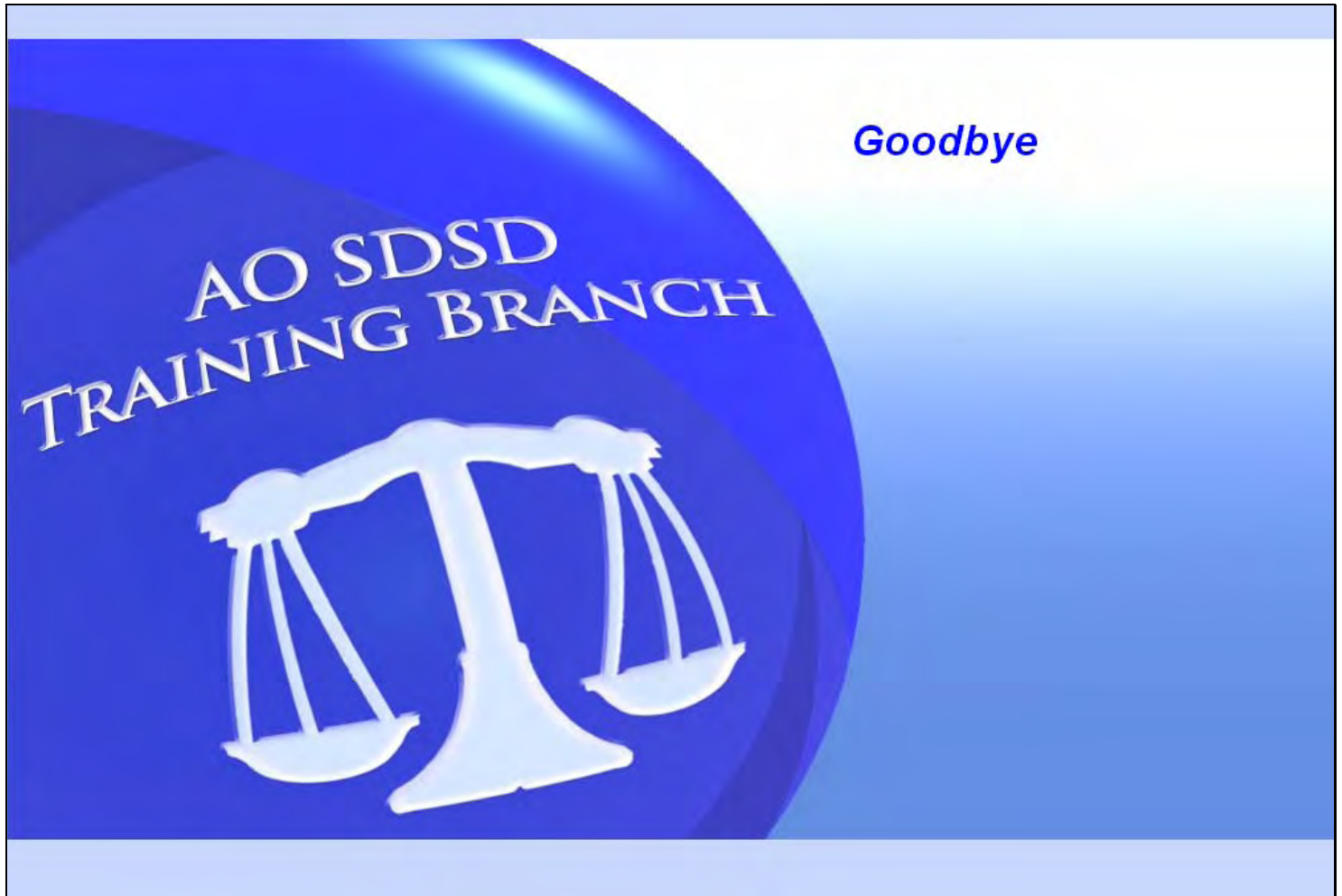
Describe the Advanced Search features.

Perform a Case Query.

Navigate the PACER related functions.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

Slide 54 - Exit



Slide notes

Goodbye.

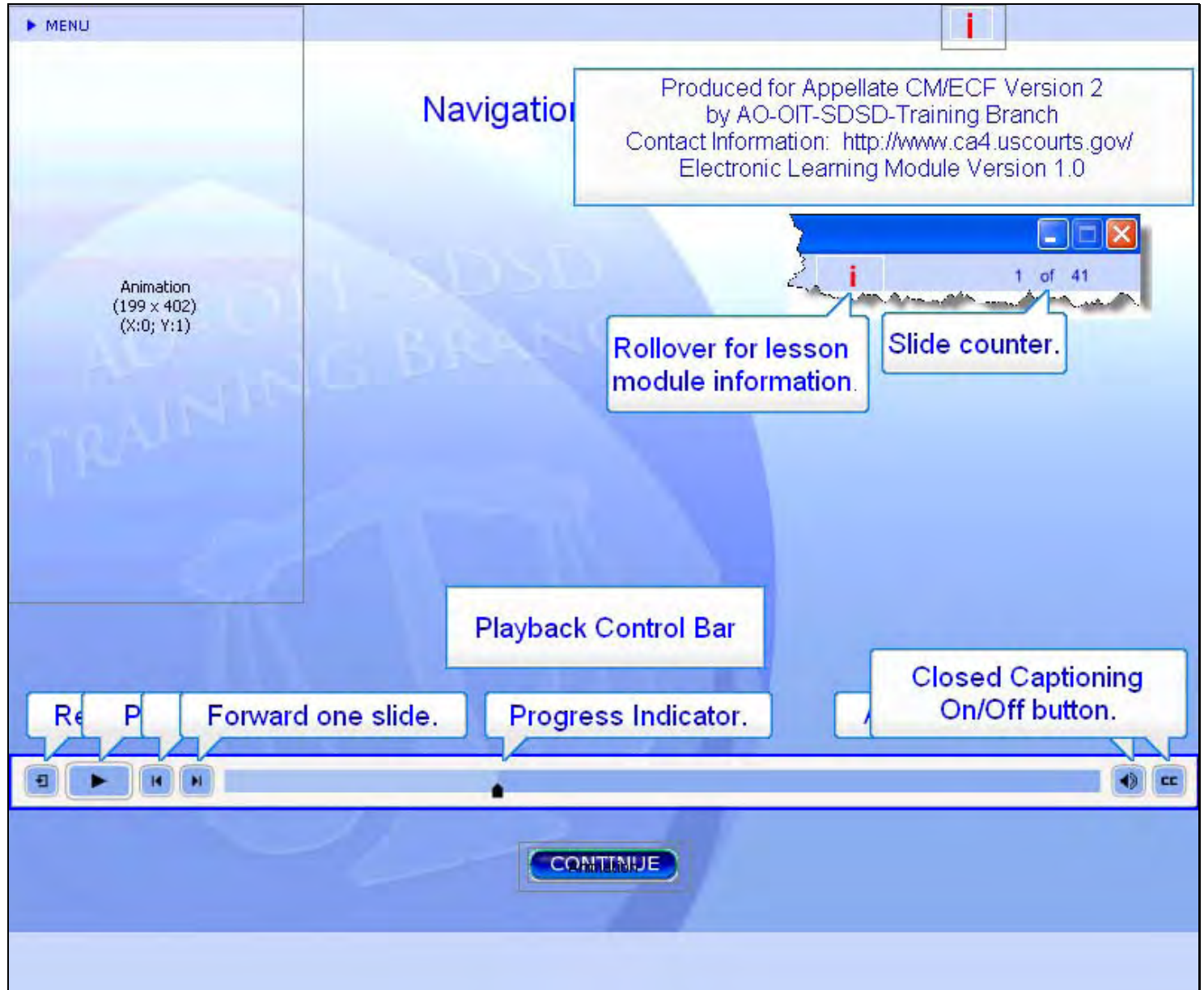
Slide 1 - Welcome

Windows Navigation	Animation
 The slide features a blue gradient background. On the left side, there is a large, faint, circular watermark. Inside the watermark, the text "AO-TRAINING" is visible at the top, "DSD" is in the middle, and "TRAINING" is at the bottom. Below the text is a stylized illustration of a balance scale. The main text "Welcome to the lesson on Windows Navigation" is centered on the right side of the slide in a bold, blue, sans-serif font.	

Slide notes

Welcome to the lesson on Windows Navigation.

Slide 2 - Navigation



Slide notes

Here are the navigation instructions for these electronic learning modules.


Near the upper-left corner of each slide is the word MENU. If you roll your mouse pointer over that word, a lesson module menu will drop down. You may click on the desired topic in the menu to jump to that slide in the lesson.

At the bottom of each slide is a Playback Control Bar. The buttons on this bar allow you to Rewind to the beginning slide, Play or Pause the lesson, Back up to the previous slide, or go Forward to the next slide. The bar has a Progress Indicator in the middle. You may drag this progress indicator forward or back with your mouse. Also included is a button to turn the Audio On or Off, and a button to turn the Closed Captioning On or Off.

Near the upper-right corner of each slide is a red letter i. If you roll your mouse pointer over the i, an information box will pop up with information about this lesson. Also in the upper-right corner of each slide is the current slide number and the total number of slides in this lesson.

Click the Continue button when you're ready.

Slide 3 - Objectives

The slide has a blue gradient background with a faint watermark of a hand holding a torch. The word 'Objectives' is centered in a bold, dark blue font. Below it, a line of text states: 'When you complete this lesson module, you will be able to:'. This is followed by a bulleted list of five items. At the bottom center, there is a rectangular button with a blue gradient and the word 'CONTINUE' in white capital letters.

Objectives

When you complete this lesson module, you will be able to:

- * Run Windows Explorer
- * Navigate the files and folders on your computer
- * Expand and collapse the Explorer tree
- * Locate and view a specific file
- * Browse for a PDF file in CM/ECF

Click the **Continue** button.

CONTINUE

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete this lesson module.

Click the continue button when you're ready.

Slide 4 - Slide 4

Adobe Acrobat Standard - [cor.pdf]

File Edit View Document Comments Tools Advanced Window Help

Create PDF Comment & Markup Send for Review Secure Sign

Select 90% Help

This document contains interactive form fields. Highlight fields

Reset Form

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT

APPEARANCE OF COUNSEL FORM

No. 07-1404

THE CLERK WILL ENTER MY APPEARANCE AS COUNSEL ON BEHALF OF:

Carolyn Henderson as the
(party name)

☒ appellant(s) ☐ appellee(s) ☐ petitioner(s) ☐ respondent(s) ☐ amicus curiae ☐ intervenor(s)

(signature)

If you have not been admitted to practice before the Fourth Circuit, you must complete and return an application for admission with this form. If you were admitted to practice under a different name than you are using now, you must include your former name when completing this form so that we can locate you on the attorney roll.

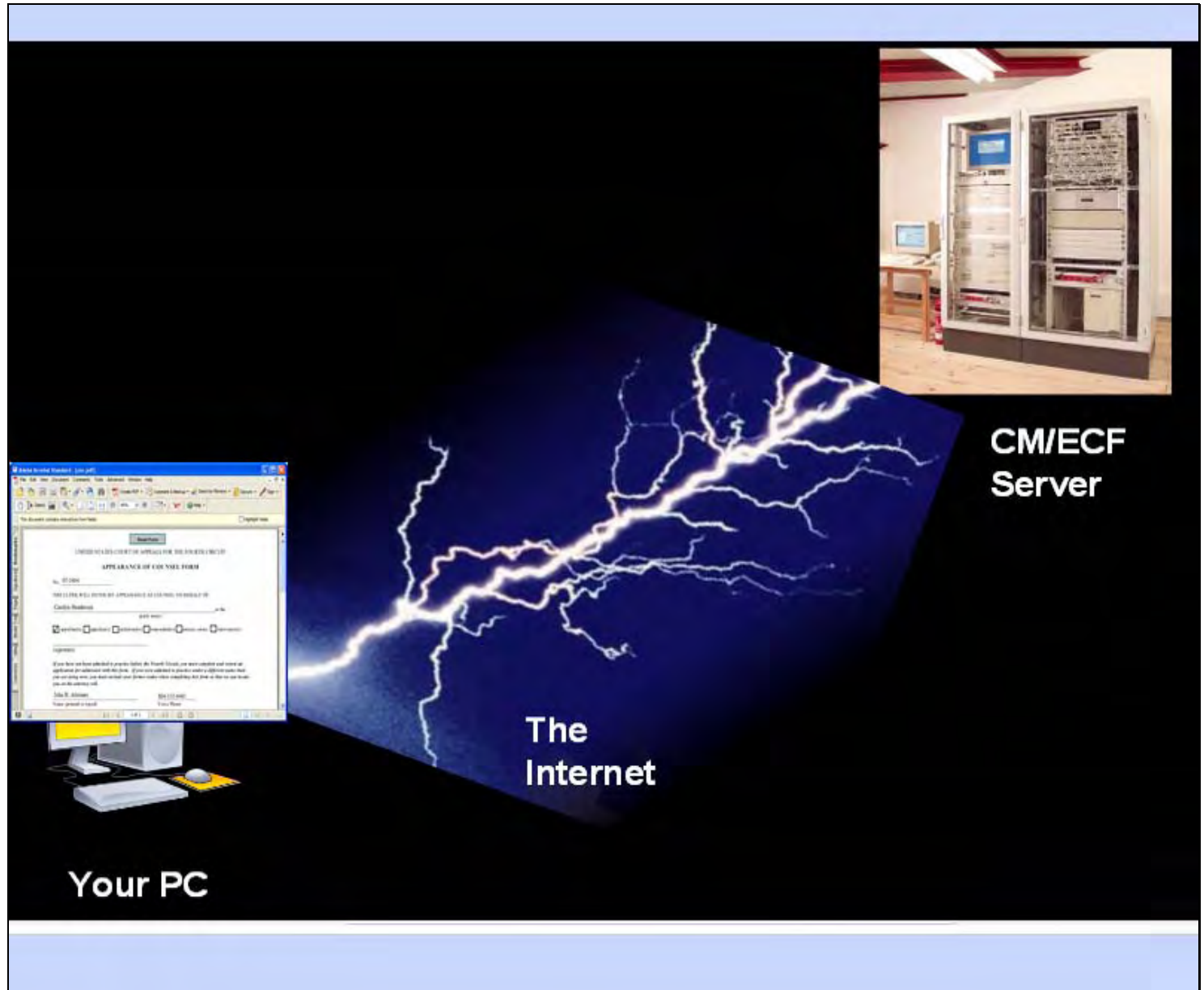
John H. Attorney 804-555-6461
Name (printed or typed) Voice Phone

1 of 1

Slide notes

Here's the situation. You have completed an Appearance of Counsel Form for one of your cases in the Court of Appeals for the Fourth Circuit. This form is in Portable Document Format (PDF) and is located somewhere on your computer. Your objective is to submit the file to the court using the court's new electronic filing system called CM/ECF. But in order to do that, you must be able to locate the file first.

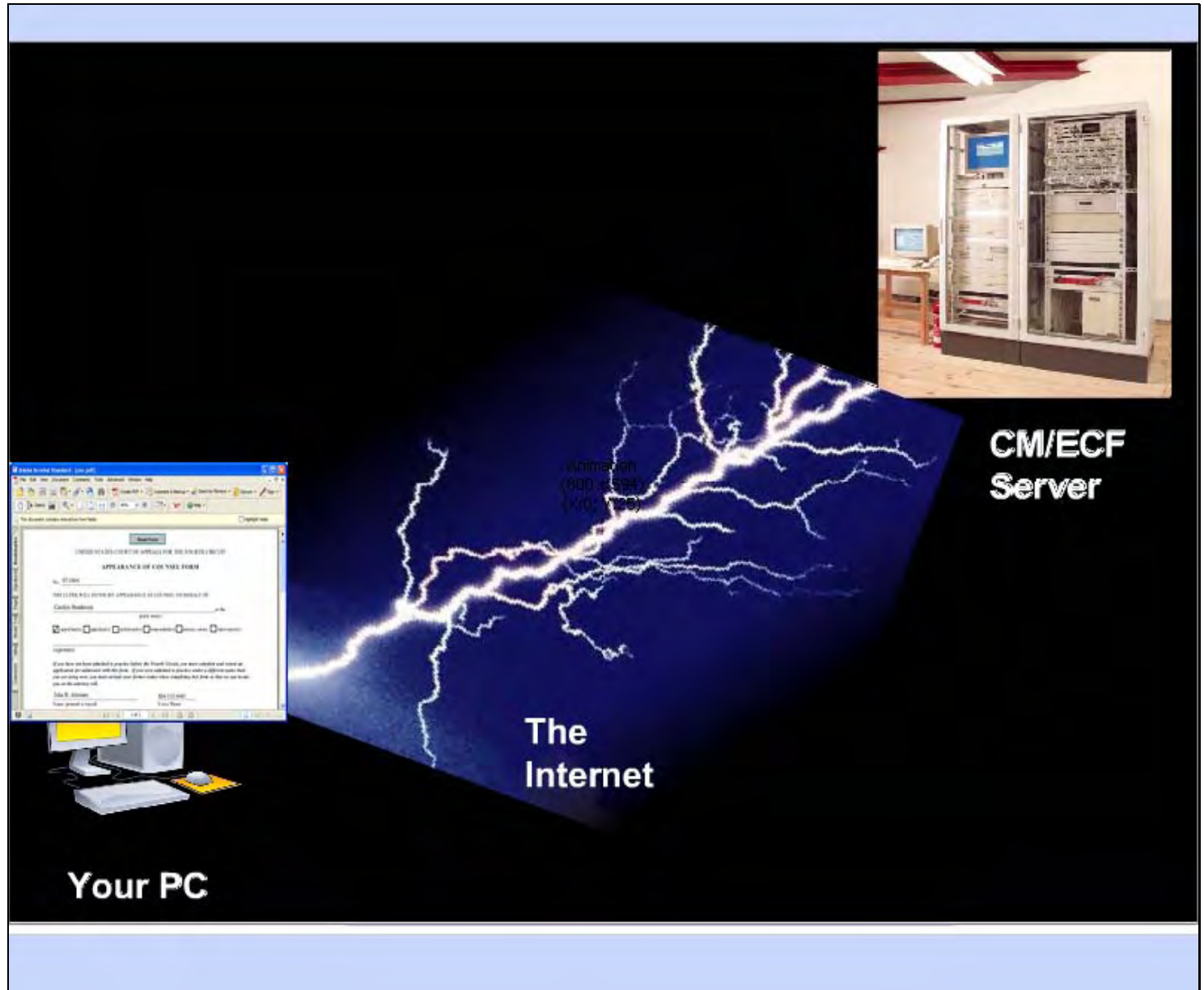
Slide 5 - Slide 5



Slide notes

The file is somewhere on your PC. Once you locate the file, you can use the Internet to connect your computer to the court's CM/ECF server and submit your appearance form.

Slide 6 - Slide 6



Slide notes

During the filing process, your cor.pdf file will be sent via the Internet to the court's server. But, you have to find the file first. You have to be able to navigate your computer's files and folders to locate the form. Let's see how to do that.

Slide 7 - Launch Windows Explorer**Slide notes**

This is a typical Windows desktop. By the way, the screens in this lesson are from Microsoft Windows XP Professional, but other versions of Windows work in a similar way. We will use a tool called Windows Explorer to explore our computer and locate the file. Windows Explorer is built in to Windows, so you don't need to buy any other software. Also, there are other ways to locate files on your computer, but this tool is one of the easier ways.

To begin Windows Explorer, the first step is to right-click on the Start button in order to get a pop-up menu. Watch your screen as I do that right-click for you.

Slide 8 - Slide 8



Slide notes

(Note: This is a transition slide.)

Slide 9 - Slide 9



Slide notes

When you right-click the Start button, Windows pops up a menu. The second choice is Explore. Click that option.

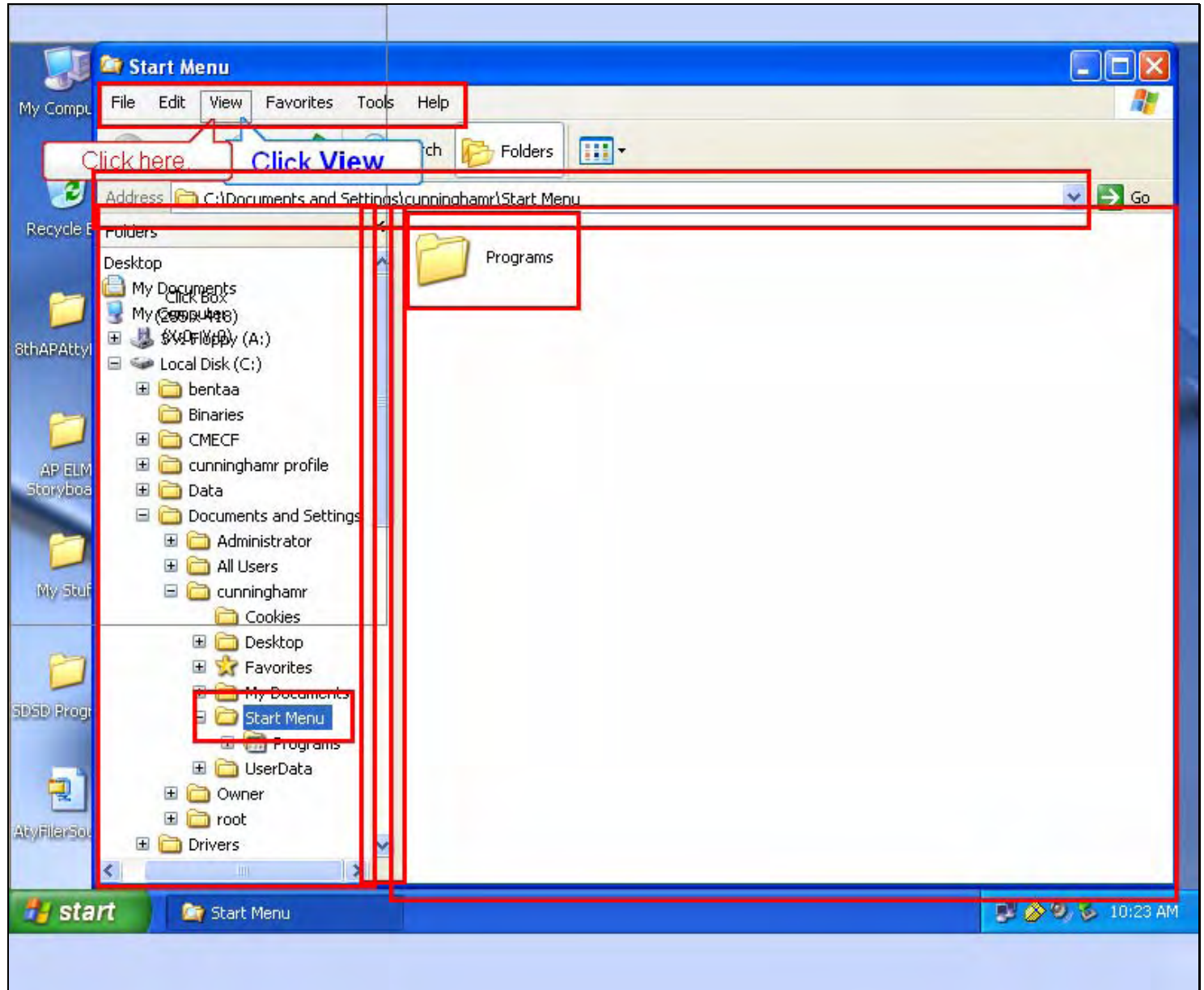
Slide 10 - Slide 10



Slide notes

(Note: This is a transition slide.)

Slide 11 - Explore Window



Slide notes

Windows Explorer opens a new window. Let's look at some of the window features.

First, notice the window is divided into two panes. The left pane shows your computer's disk drives and folders. The right pane shows the contents of the folder that is selected in the left pane. In this first screen, notice the Start Menu folder is highlighted, or selected, in the left pane; and the right pane shows that folder's contents - another folder named Programs. We commonly refer to a folder within a folder as a sub-folder.

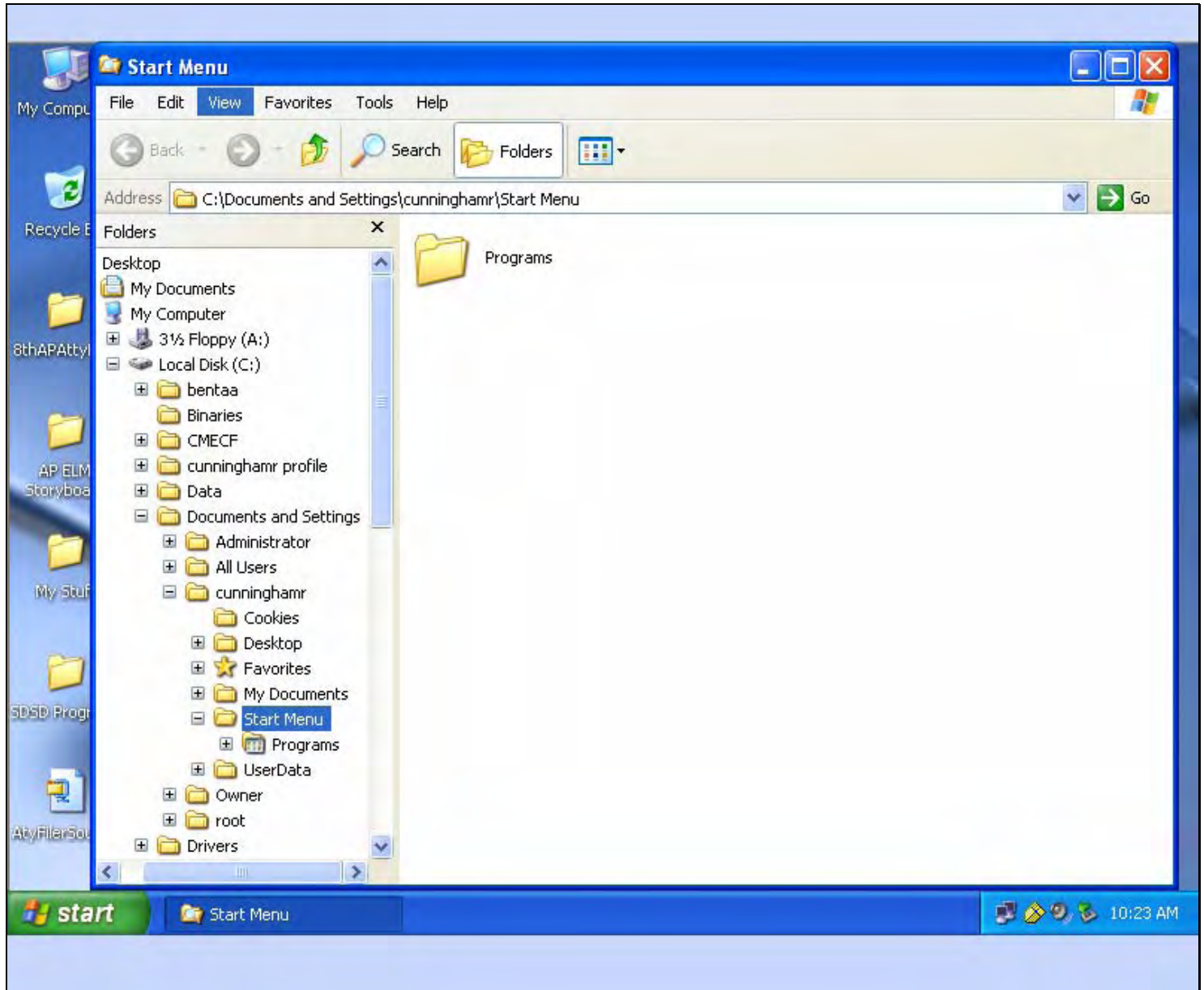
The folders pane on the left is sometimes referred to as the Tree view. Notice also that it has a vertical scroll bar, indicating there are more items (either disk drives or folders) further down.

Notice also near the top of the window is an Address field. This field shows what is called the path of the selected item below. Like a mailing address on a letter, the path is the complete address of the file or folder that is selected - in this case, the Start Menu folder. The path shows that folder is on the C drive, in a folder named Documents and Settings, in a sub-folder named cunninghamr, and is named Start Menu.

Before we look at how to navigate the folders in the left pane, let's explore some options for viewing the contents of the selected folder in the right pane.

Near the top of the window is a horizontal menu containing the options File, Edit, View, etc. To change the way the contents pane displays its contents, click on View in the menu.

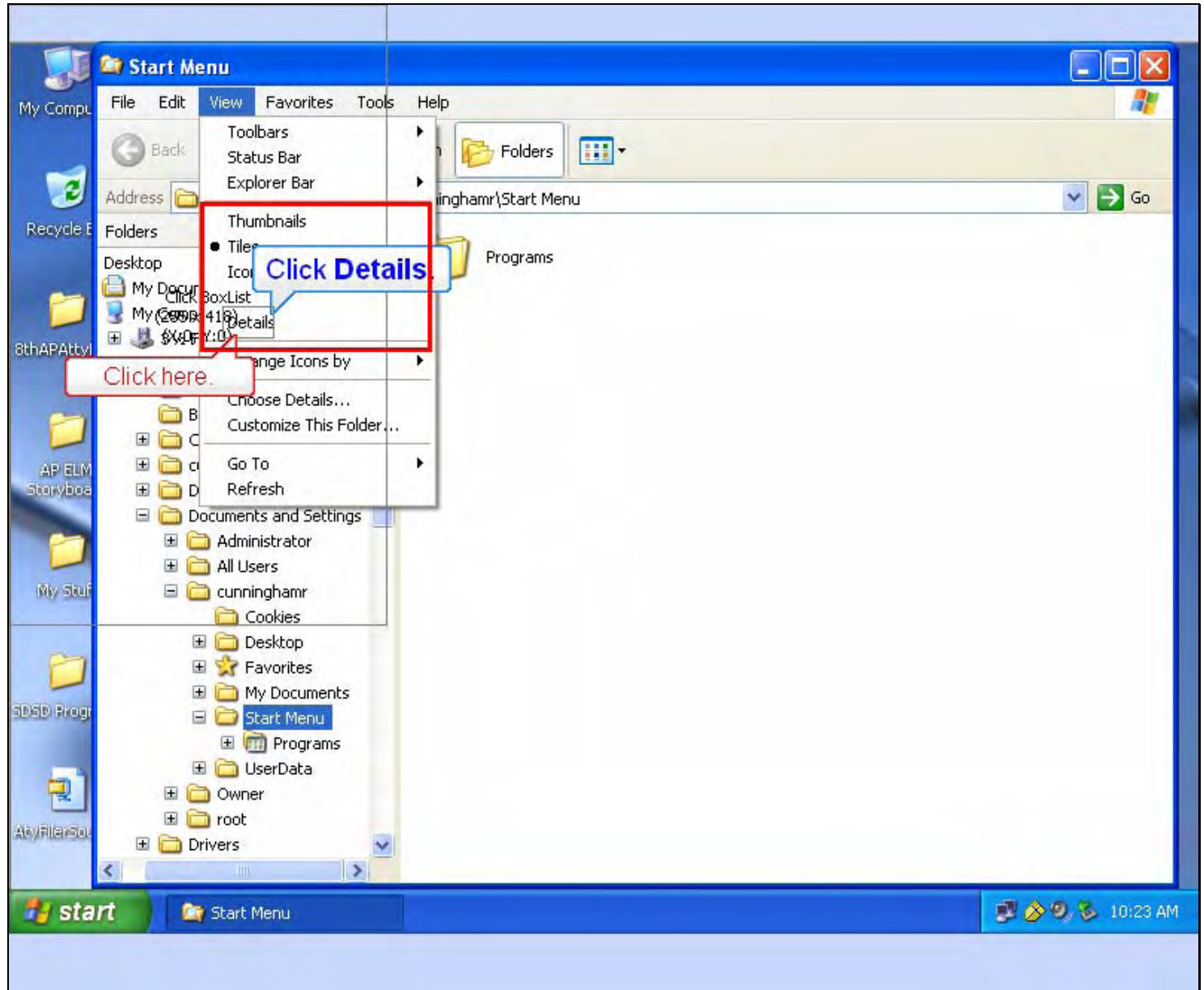
Slide 12 - Changed to Detailed View



Slide notes

(Note: This is a transition slide.)

Slide 13 - Slide 13

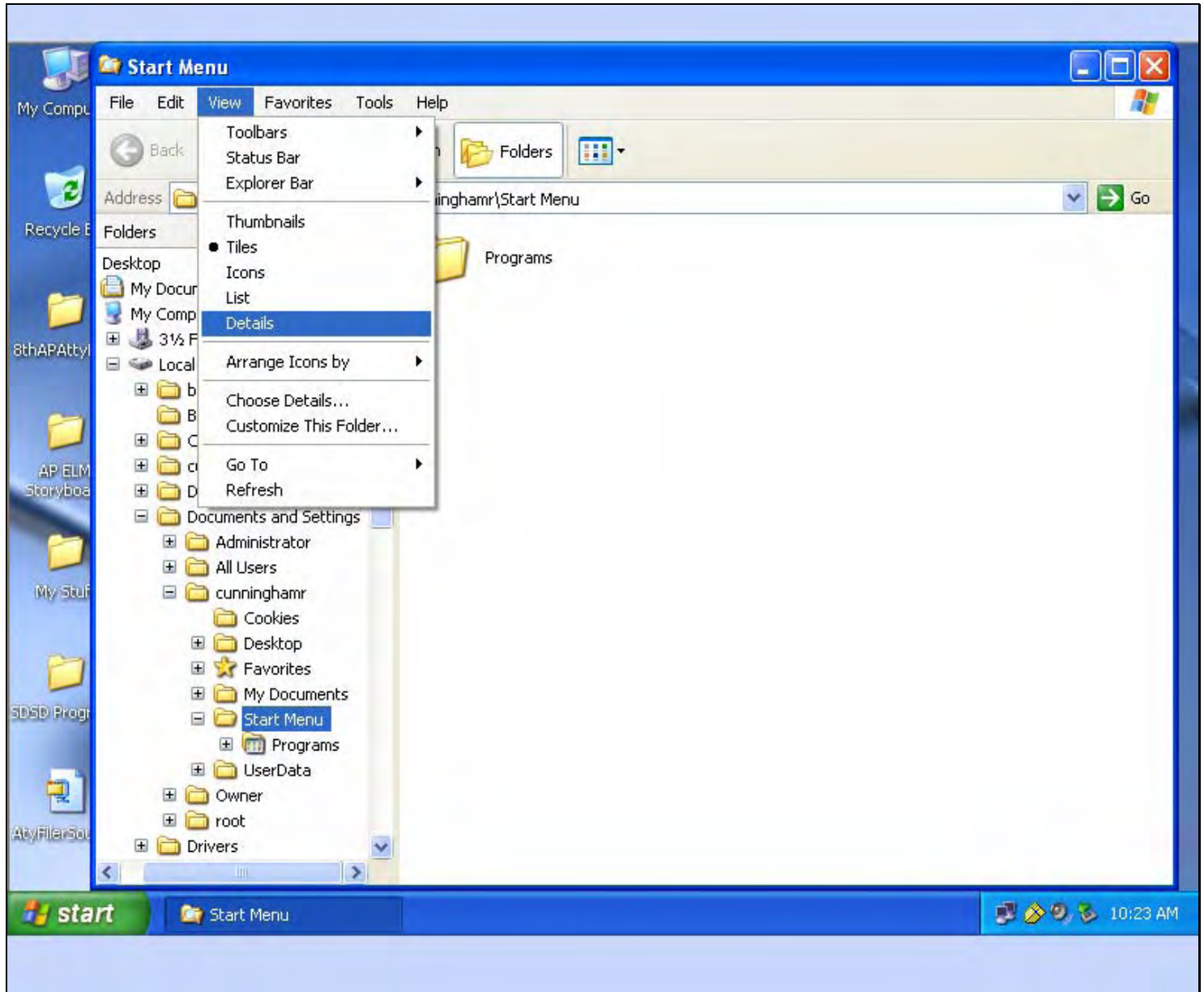


Slide notes

A menu drops down. Near the middle of the menu are five options for controlling how Explorer displays the contents in the right pane. The option with the dot by it (in this case, Tiles) is currently selected. It's sometimes helpful to change the view to Details in order to find things more easily.

Click Details in the menu.

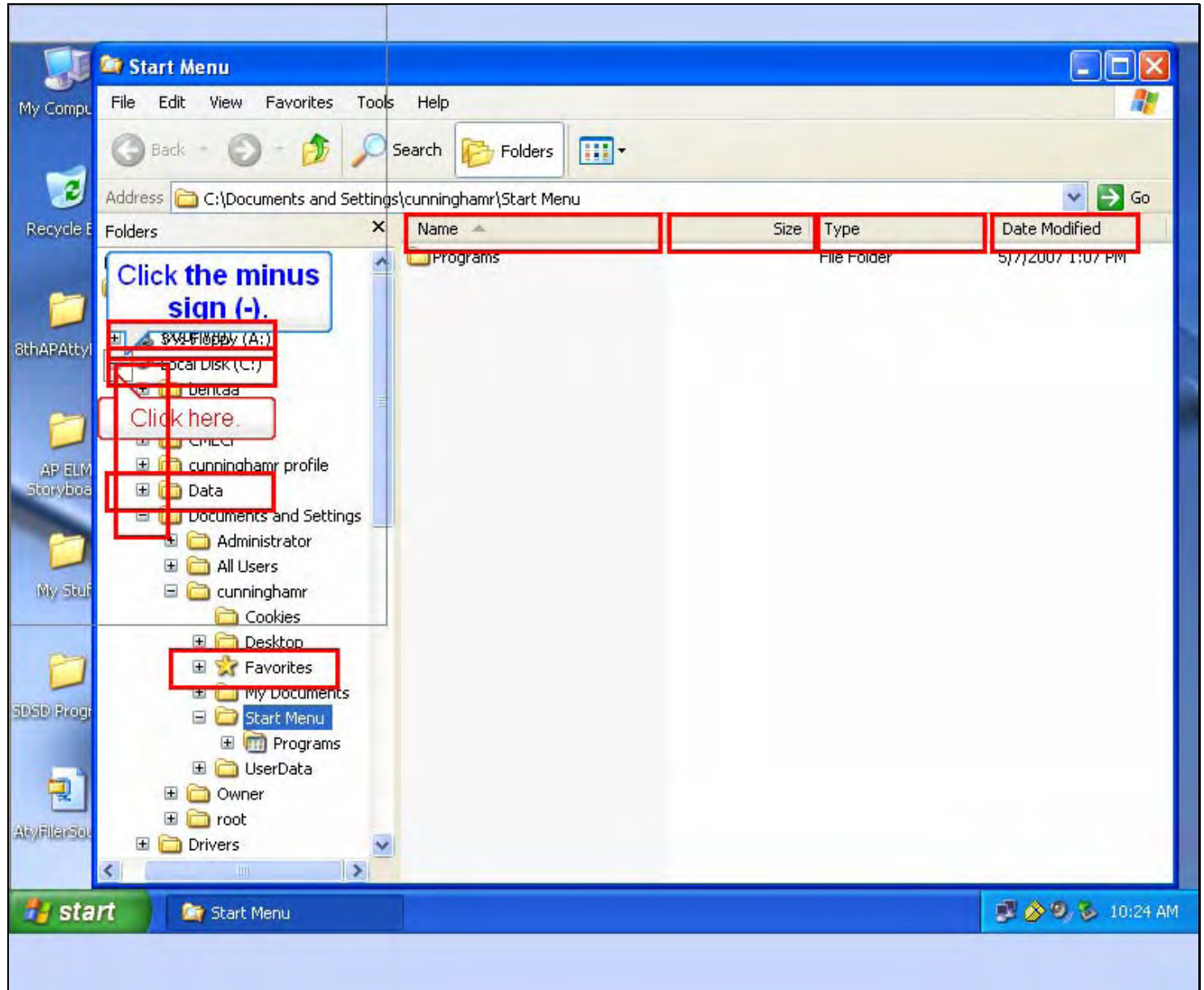
Slide 14 - Slide 14



Slide notes

(Note: This is a transition slide.)

Slide 15 - Switch to Local Disk C



Slide notes

Explorer now changes the right pane to the detailed view.

The detailed view shows some information that was not shown previously. There are now four columns shown. They are the Name, the Size, the Type, and the Date Modified columns. The size column will contain information for files, not folders.

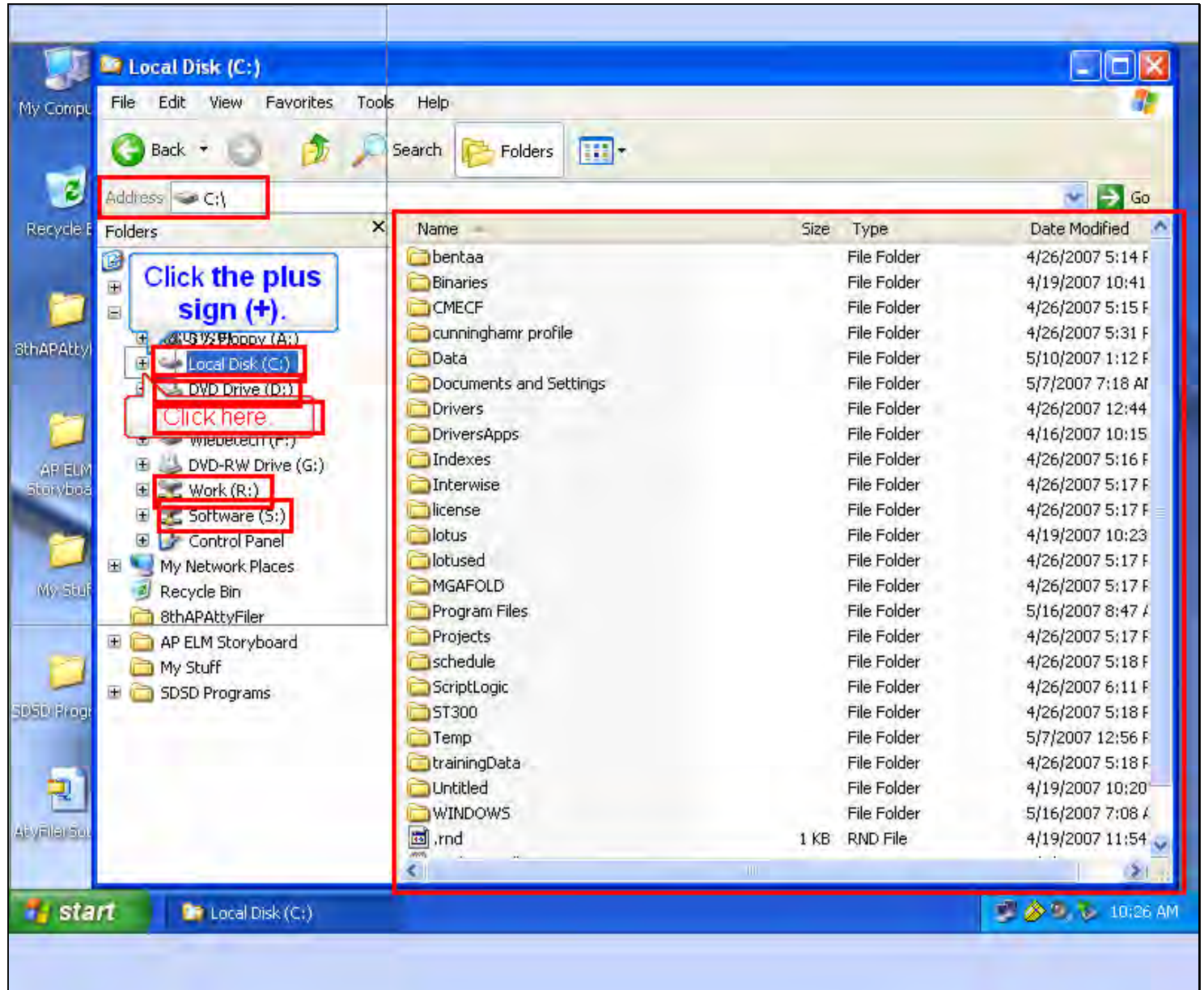
The date modified information may be useful if you're looking for a file or folder and you have a general idea of when it was created or last modified.

Now let's turn our attention back to the folders tree in the left pane. Notice the tree contains both computer disk names, such as Floppy (A:) and Local Disk (C:), as well as folder names, such as Data or Favorites. Also notice that next to each of these disks and folders is a plus or a minus sign. These plus or minus signs are to expand or collapse the view of that item. By clicking on a plus sign you expand that item. In other words, the tree would expand to show

the contents of that item indented underneath it. By clicking on a minus sign you collapse that item. In other words, the contents displayed indented underneath the item would then not display in the tree.

To see how that works, click on the minus sign next to Local Disk (C:).

Slide 16 - Expand Local Disk C



Slide notes

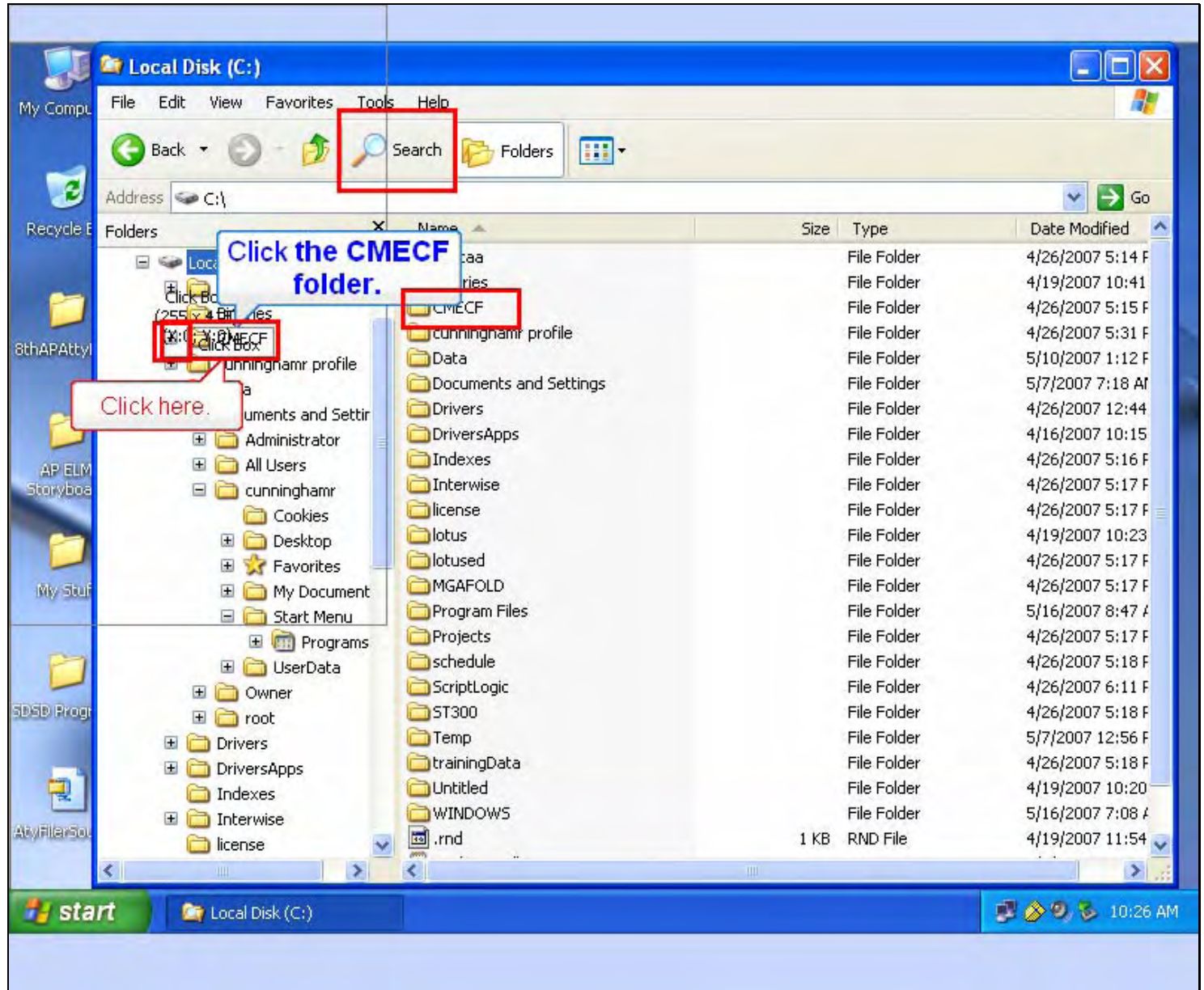
Local Disk (C:) is now collapsed. The items that were indented underneath it are no longer displayed in the tree. The minus sign has been changed to a plus sign. If you clicked the plus sign next to Local Disk (C:), the list would be expanded again to display indented underneath Local Disk (C:).

Now we can see that there are other disk drives that my computer is connected to. These other drives may be built in to my computer, like DVD Drive D: and CD-RW Drive E:, or they may be disk drives on a network that I am connected to. In this screen example, Drives named Work (R:) and Software (S:) are disk drives located on a network server.

Also notice that Local Disk (C:) is now highlighted, and the Address field now shows the address, or the path, of the selected item is C:\. And now the contents pane on the right contains the contents of Local Disk (C:). We are still looking at the detailed view of the contents that we selected earlier.

To see how the plus signs work, click on the plus sign next to Local Disk (C:).

Slide 17 - Open CMECF Folder



Slide notes

And the contents of Local Disk (C:) are again expanded.

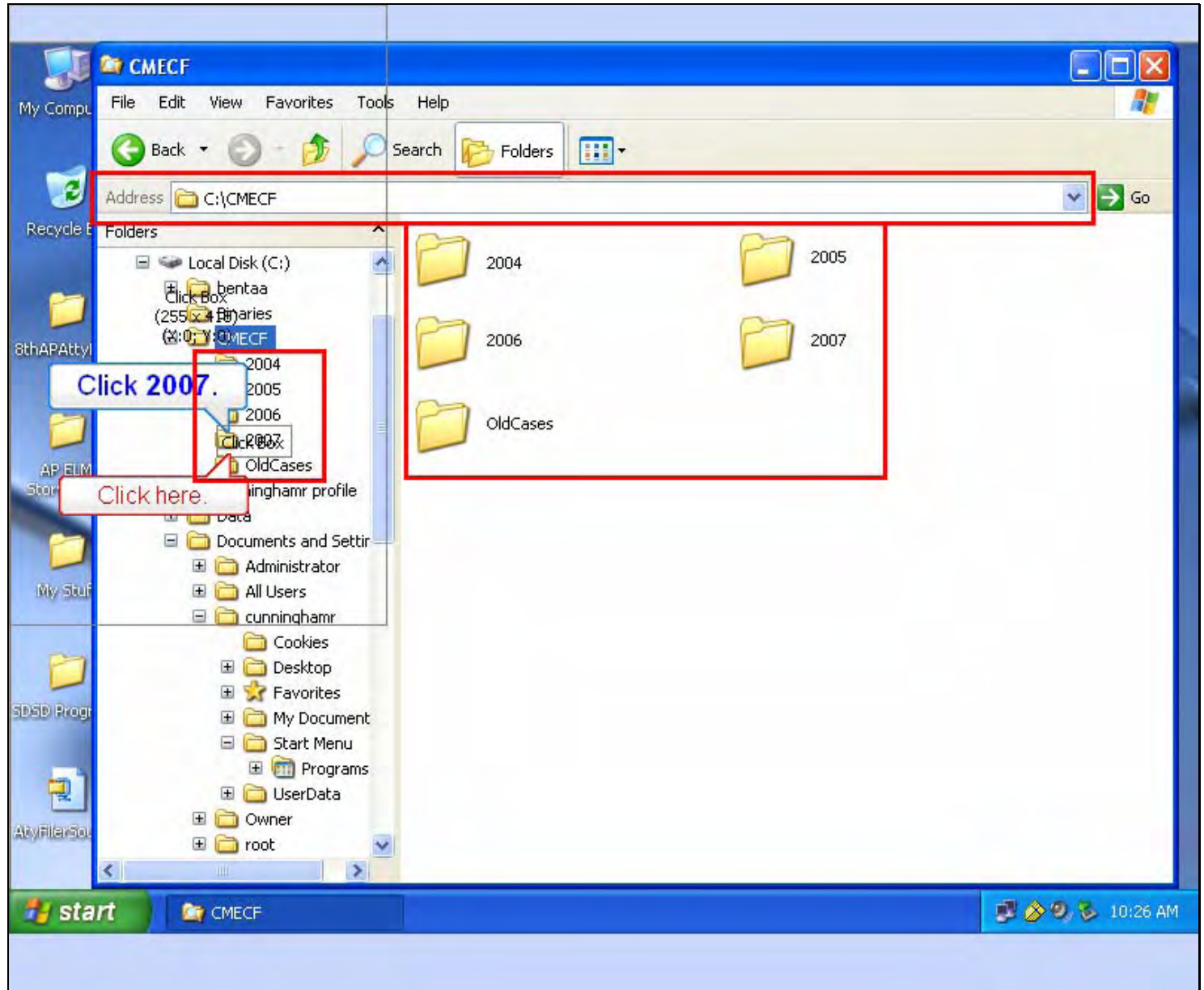
Remember, our goal is to locate the file named cor.pdf so that we will be able to file it with the court. This file is located somewhere on our computer in one of these folders. It helps to have a general idea where the file may be, but if you have no clue, Windows Explorer does have a Search capability, and you can have Windows search for the file for you. We won't use that capability in this lesson, but I recommend you explore the Windows help options for help on Search.

We will assume you generally store all your CM/ECF related files in one particular place on your Local Disk (C:). If you look at the folders in the tree (and in the contents) panes, you'll see a folder named CMECF. This is the folder I use to save these types of files. It's a good practice to establish a file plan in your office to always save these kinds of files in a logical place so that you can easily find things later.

Notice the CMECF folder has a plus sign next to it in the tree, meaning it contains sub-folders. Any folder that does not have a plus or minus sign next to it may contain files, but it will not have sub-folders in it.

If you click a folder in the tree, Windows will do two things. First, it will select that folder and show you its contents in the right pane, and second, it will expand the tree in the left pane if that folder has sub-folders. Click the CMECF folder to demonstrate.

Slide 18 - Open 2007 Folder

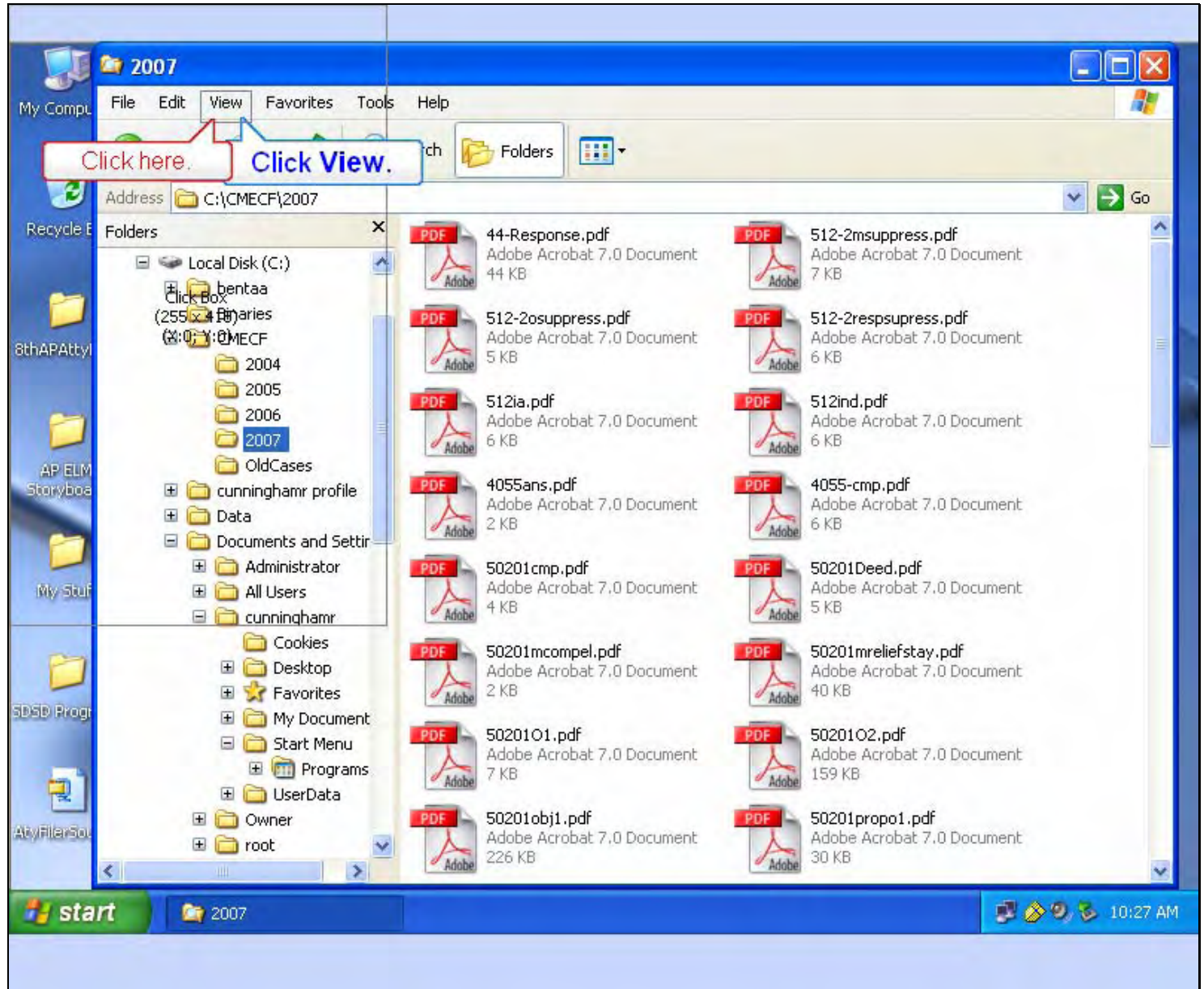


Slide notes

Now the CMECF folder is selected. The address field shows the path C:\CMECF. The folders pane shows five folders (also called sub-folders) indented underneath the CMECF folder. And the contents pane shows those five sub-folders. Notice these folders have names that refer to case years. This naming practice, or something similar, might also be a good idea for you to help keep your files organized.

The case in which you are filing an appearance is a 2007 case. In order to open the 2007 folder to see its contents, you could do one of two things. You could either double-click the 2007 folder in the right pane, or you could click the 2007 folder once in the left pane. By the way, you can click on either the folder icon or the name of the folder. Since a single-click is easier than a double-click, click the 2007 folder in the left pane.

Slide 19 - Change View to Detailed



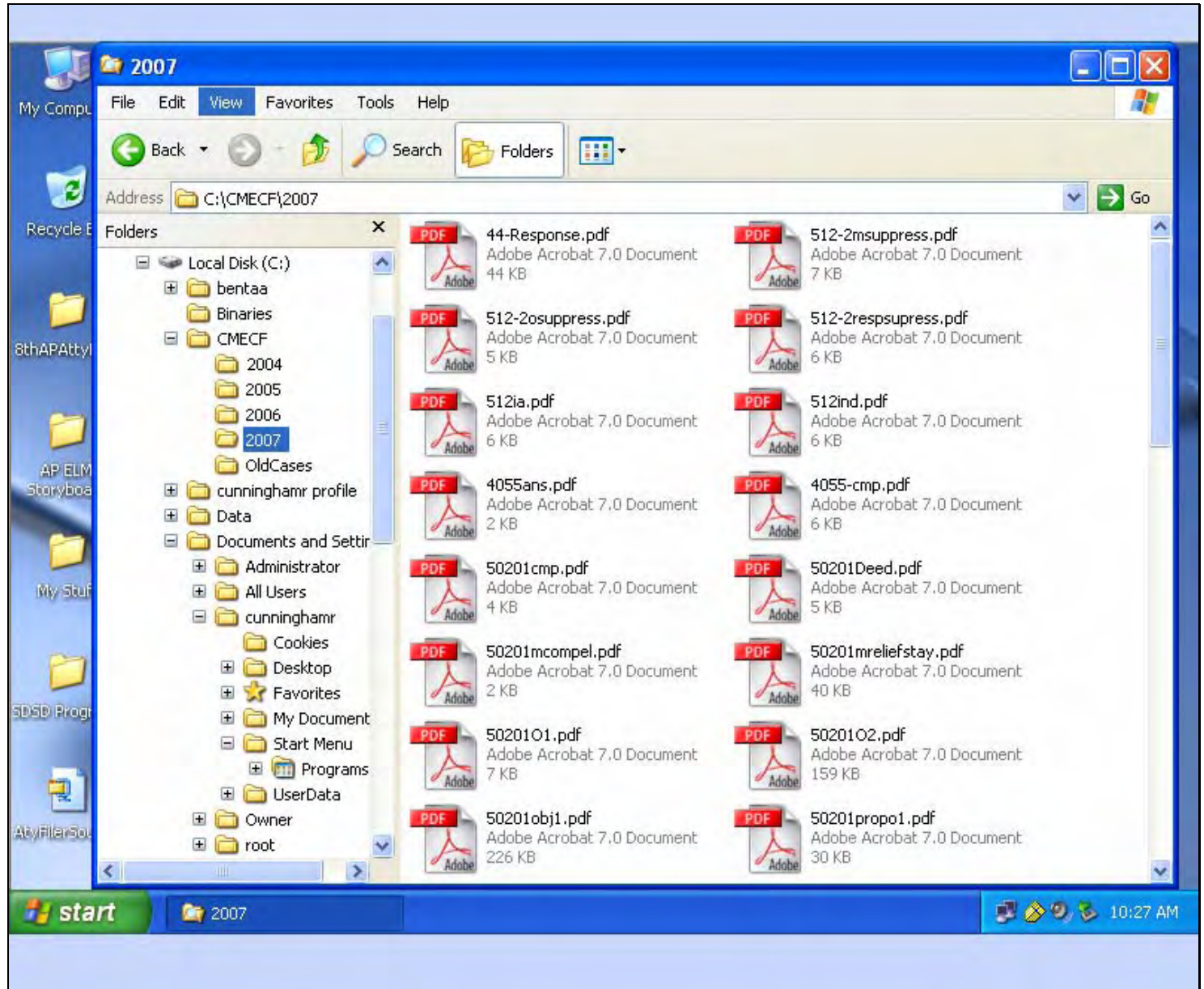
Slide notes

The 2007 folder is selected, the path in the address field is now C:\CMECF\2007, and the contents of that folder are displayed in the right pane.

By the way, notice the 2007 folder does not have a plus or minus sign next to it. This means it does not contain any sub-folders.

The folder contains several files. If a folder contains numerous files, it still may take some time to look for a specific file. It helps if Explorer shows you the detailed view. To change to the detailed view, click View in the menu.

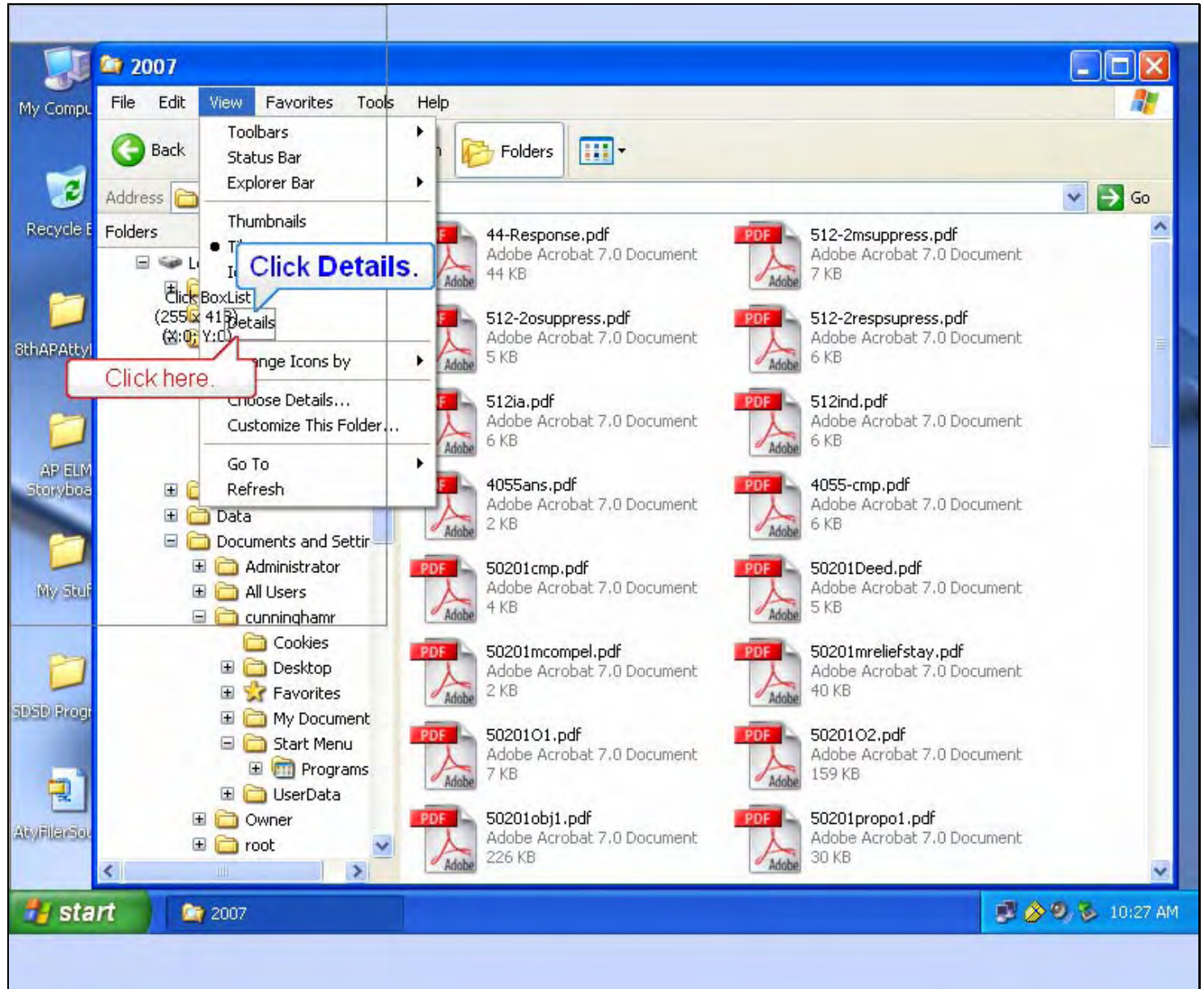
Slide 20 - Slide 20



Slide notes

(Note: This is a transition slide.)

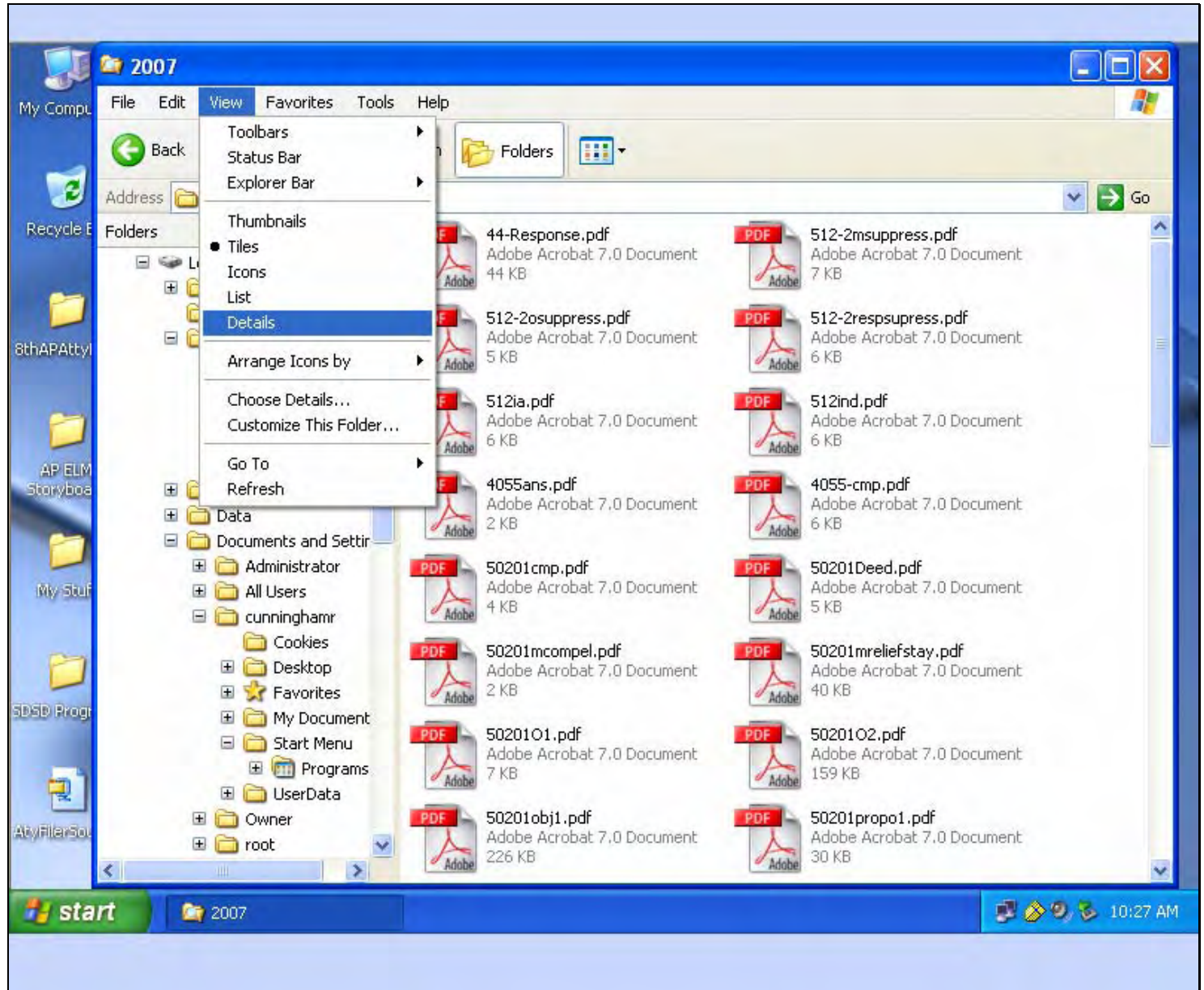
Slide 21 - Slide 21



Slide notes

Now select Details.

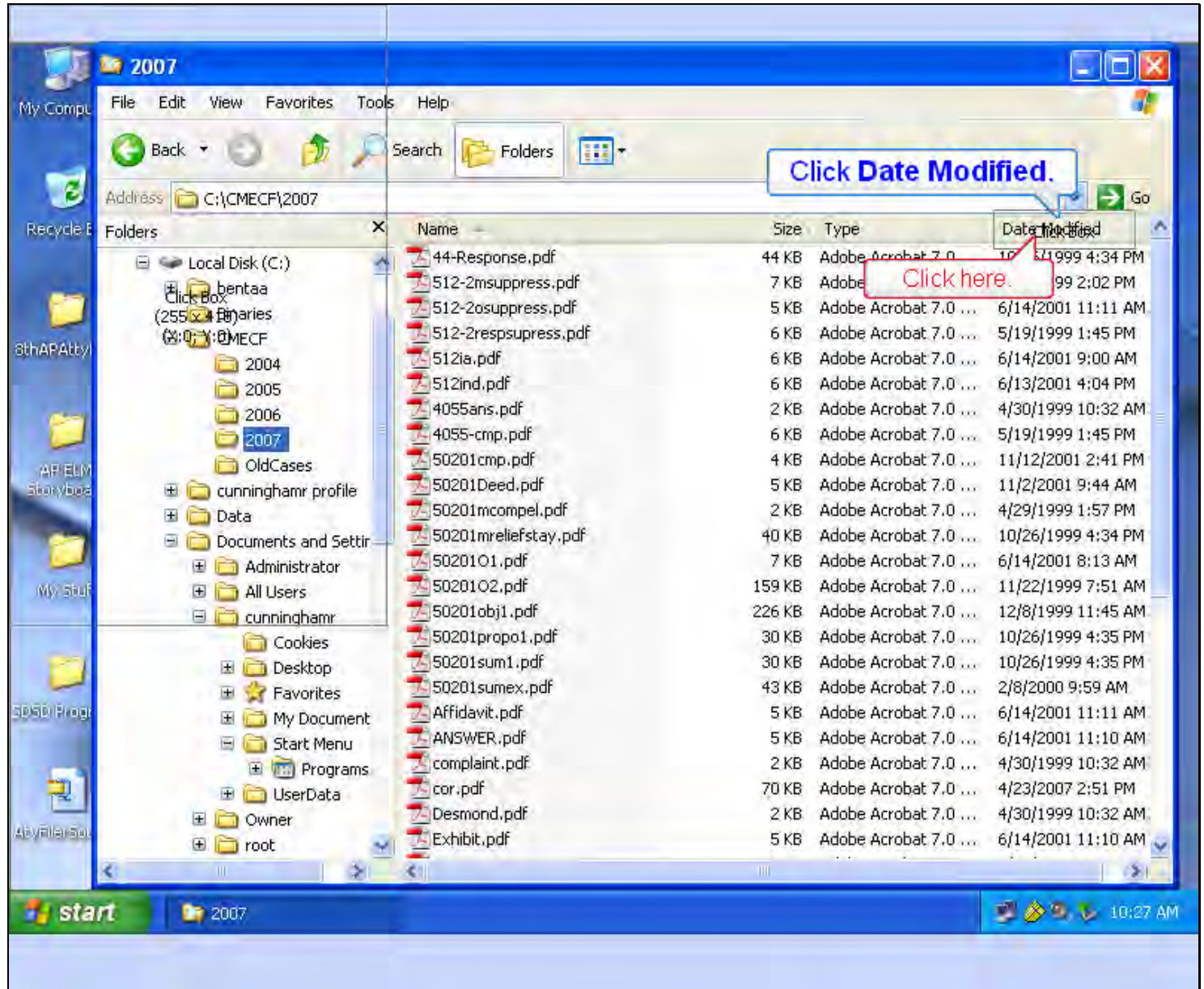
Slide 22 - Slide 22



Slide notes

(Note: This is a transition slide.)

Slide 23 - Sort Files by Date

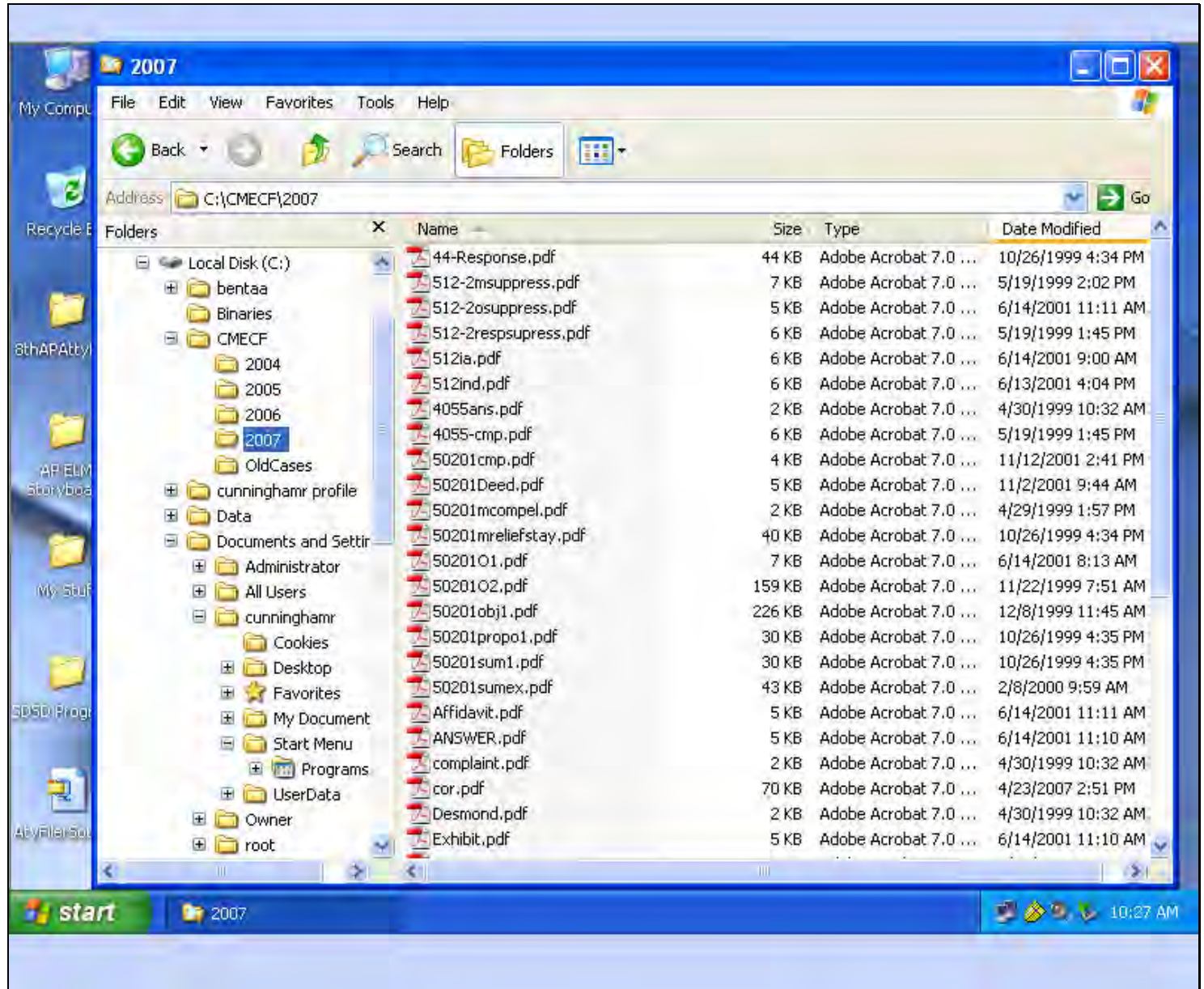


Slide notes

Now the contents shows the file names, file sizes, file types, and date modified for each file.

It's possible to sort this list of files by clicking on the column heading that you want to sort by. For example, in order to display the list of files in chronological order, click on the Date Modified column heading.

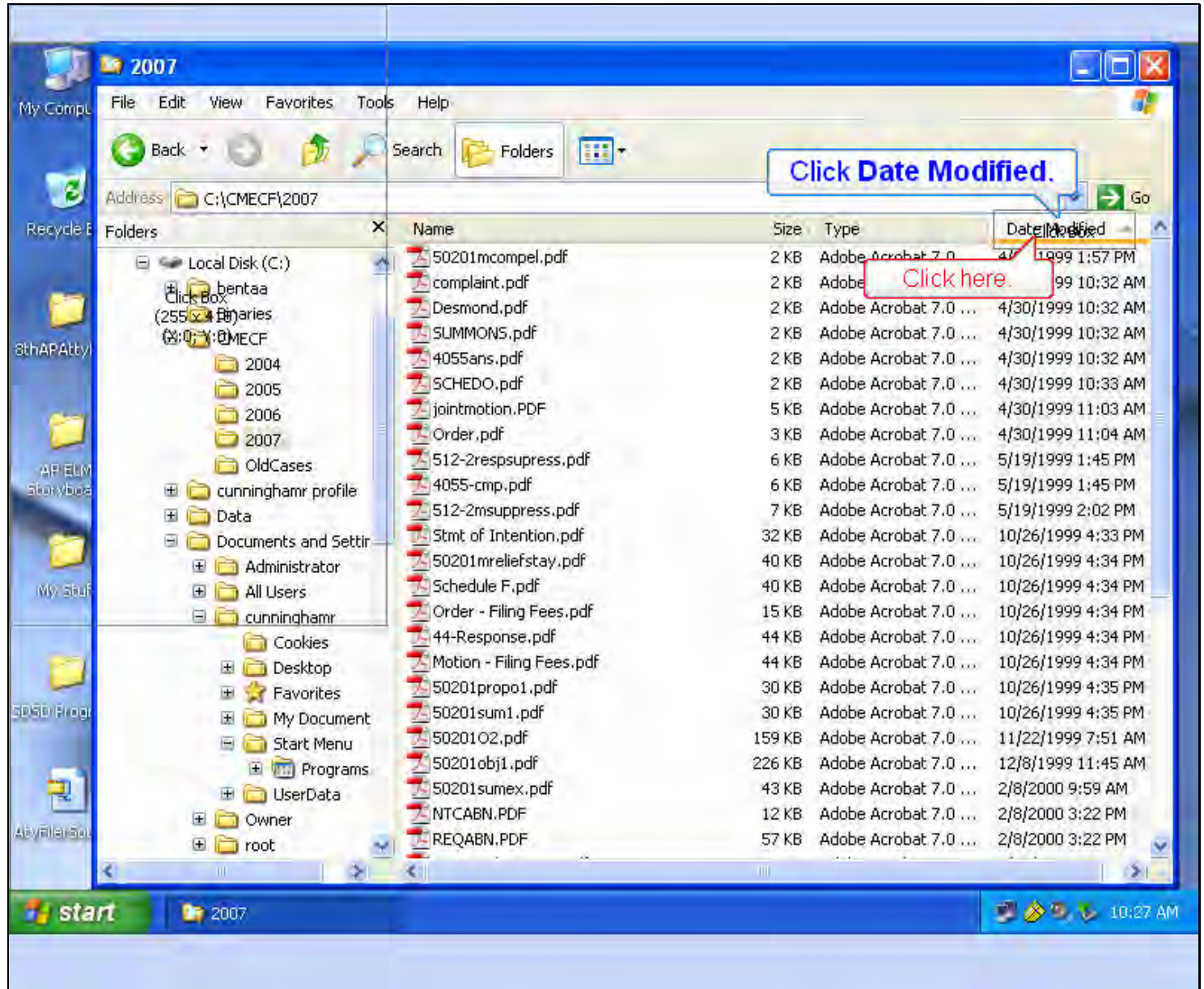
Slide 24 - Slide 24



Slide notes

(Note: This is a transition slide.)

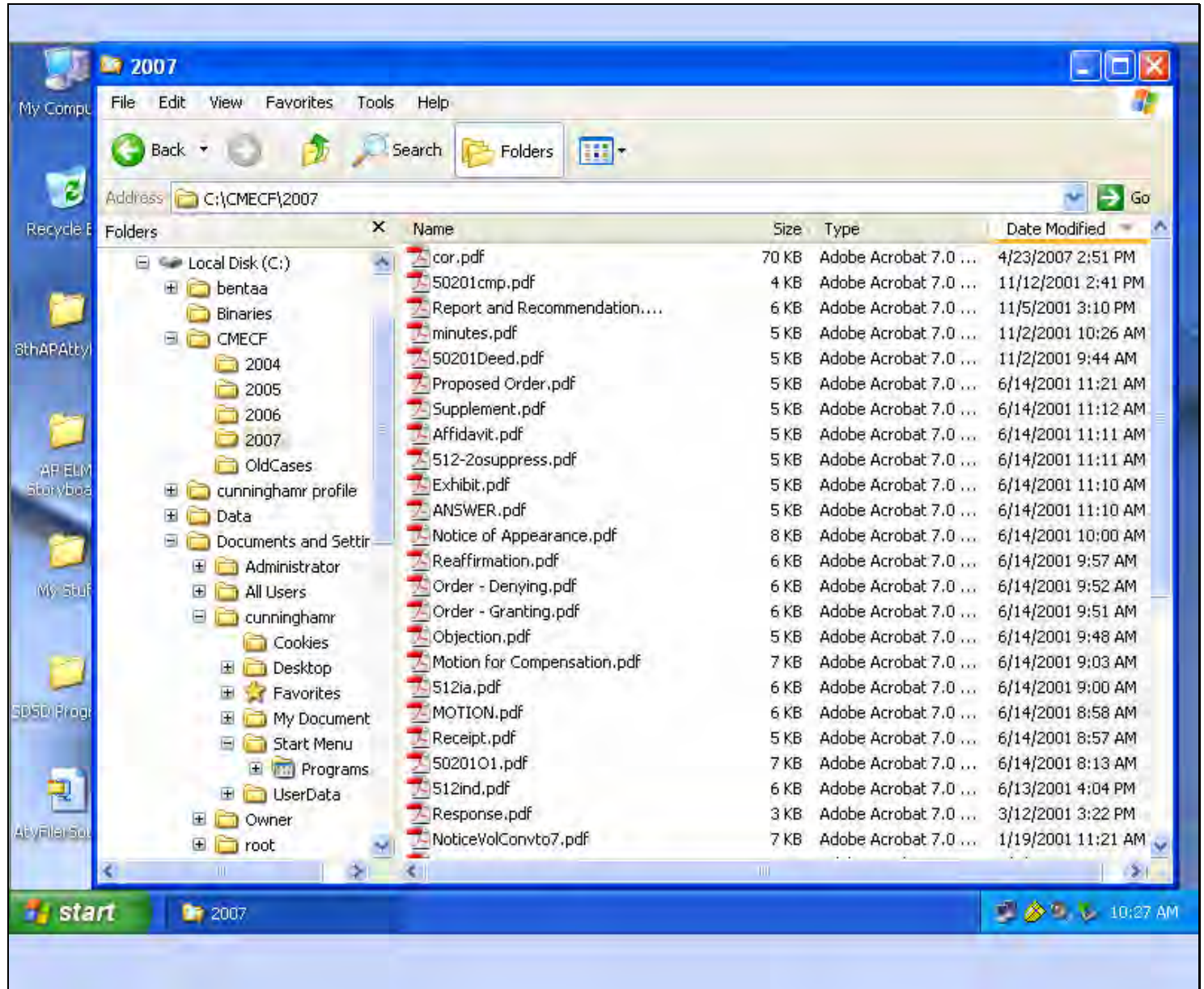
Slide 25 - Slide 25



Slide notes

The files are now listed in chronological order with the oldest file listed first. To reverse the order, click the Date Modified column heading again.

Slide 26 - Look at a File



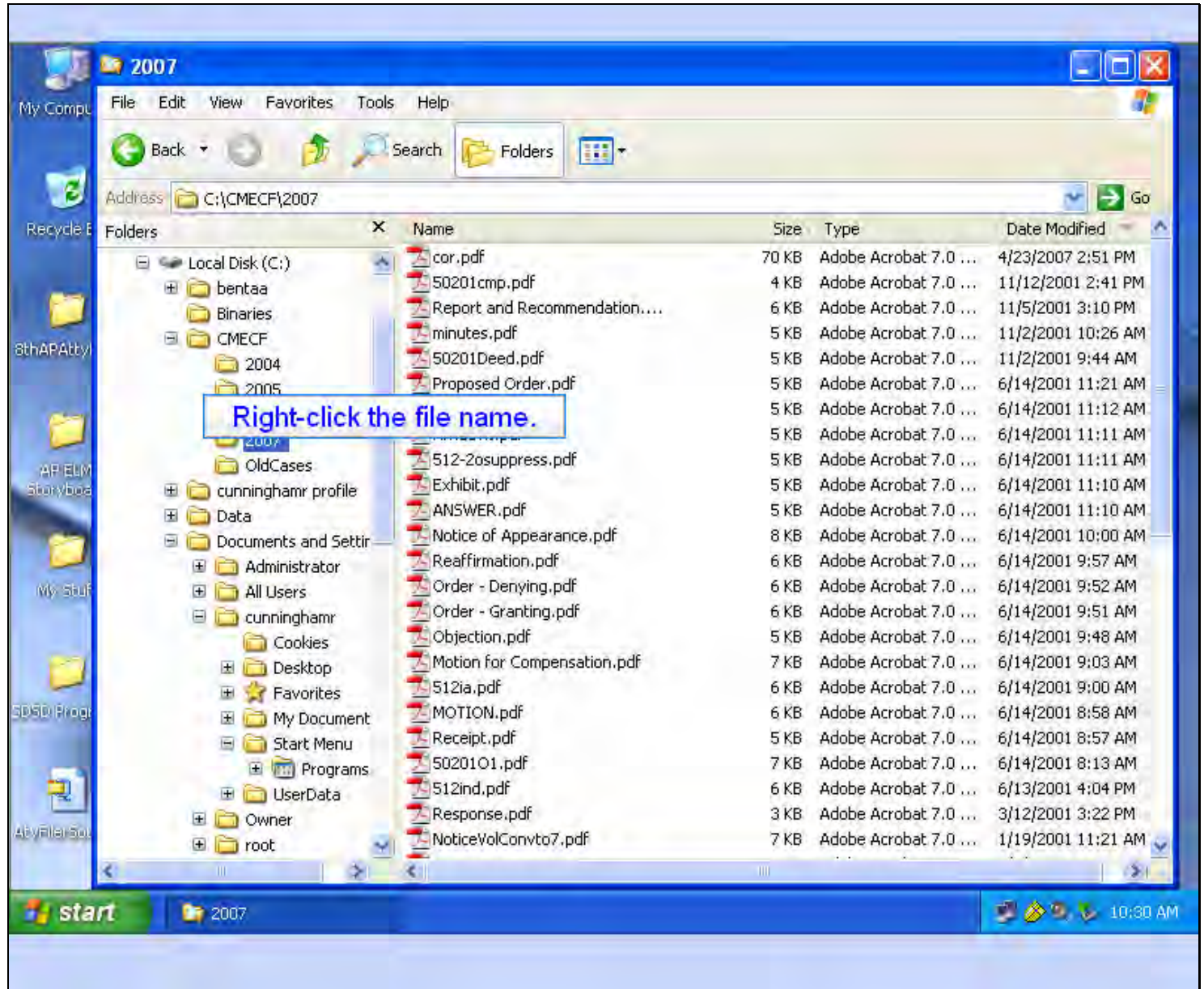
Slide notes

And now the newest file is at the top of the list.

Notice the newest file is named cor.pdf. This is the file we've been looking for. But just to make sure it's the correct file, it's a good practice to open the file to look at its contents first.

In order to open the file to see its contents, you would right-click the file name, then from the pop-up menu select open with Adobe Acrobat. Watch the screen as I do that for you.

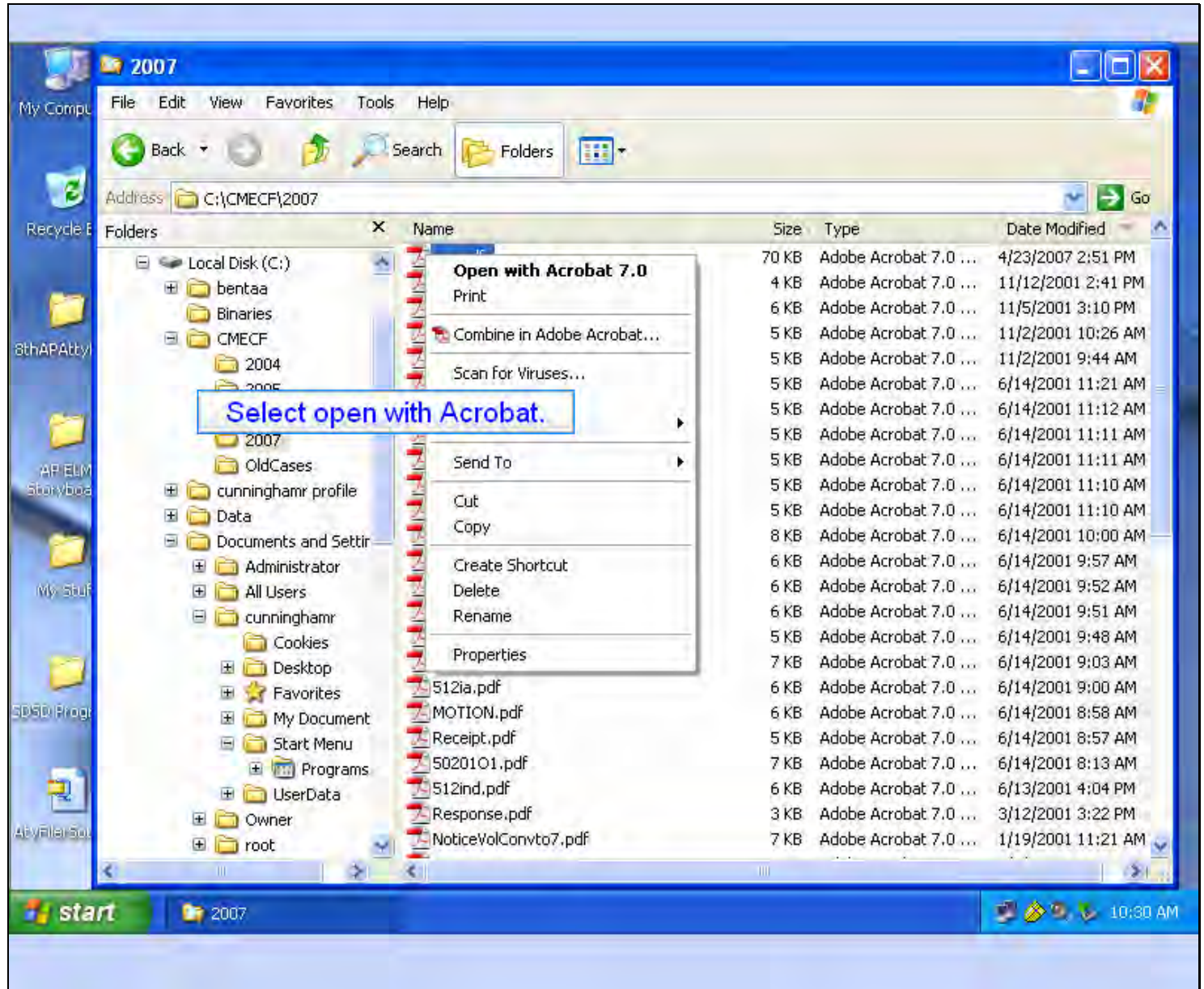
Slide 27 - Slide 27



Slide notes

(Note: This is a transition slide.)

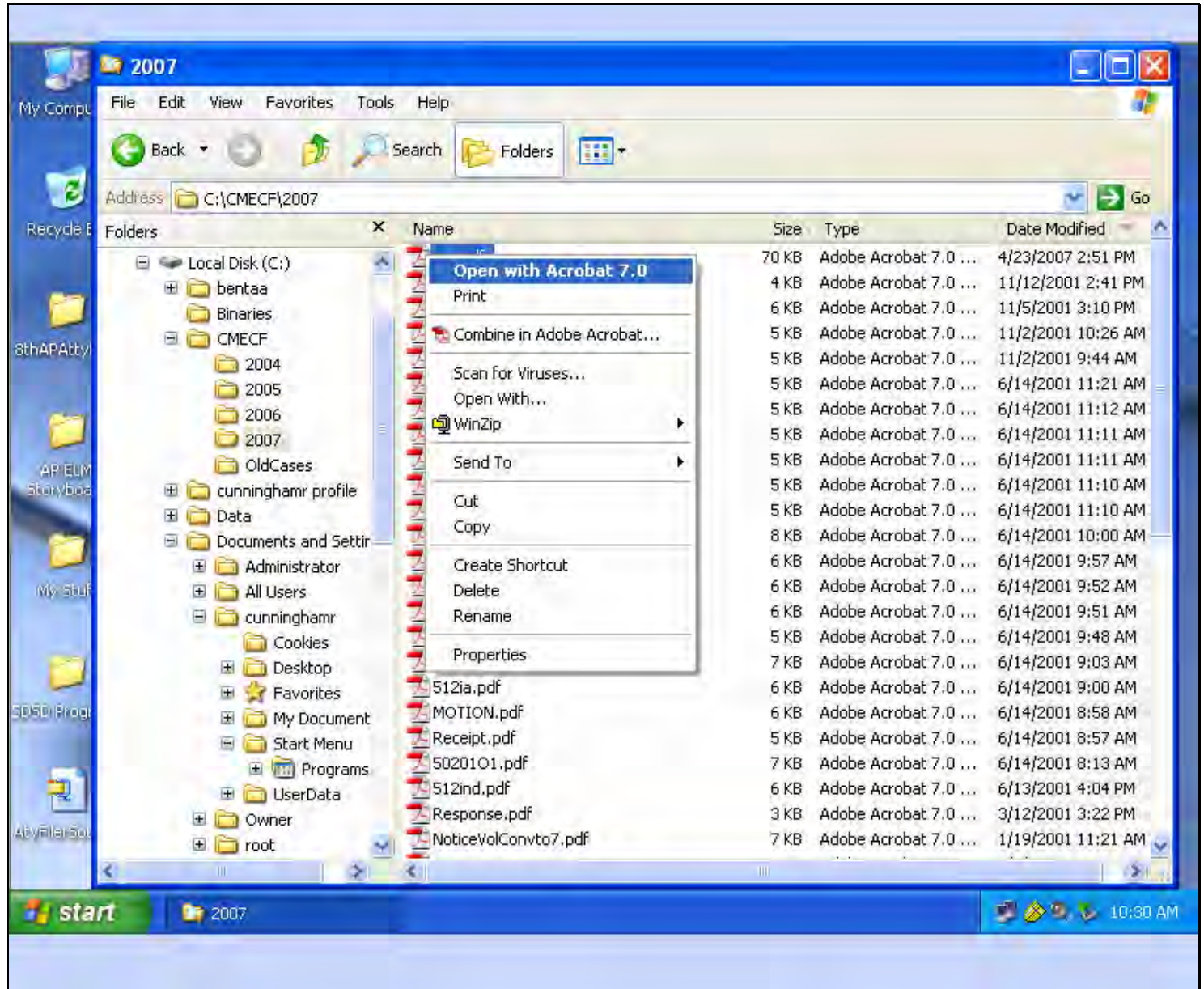
Slide 28 - Slide 28



Slide notes

Select Open with Acrobat.

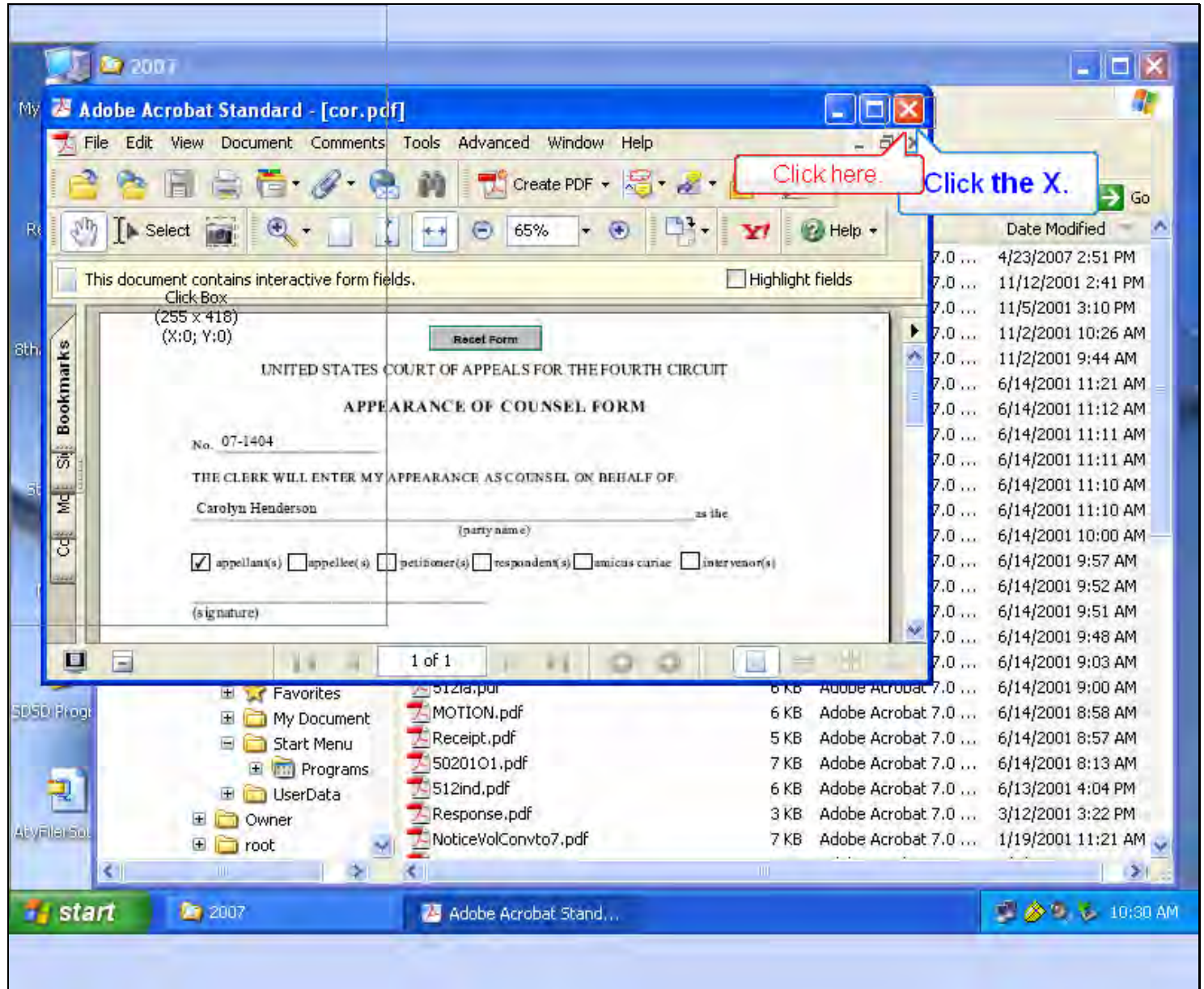
Slide 29 - Slide 29



Slide notes

(Note: This is a transition slide.)

Slide 30 - Slide 30

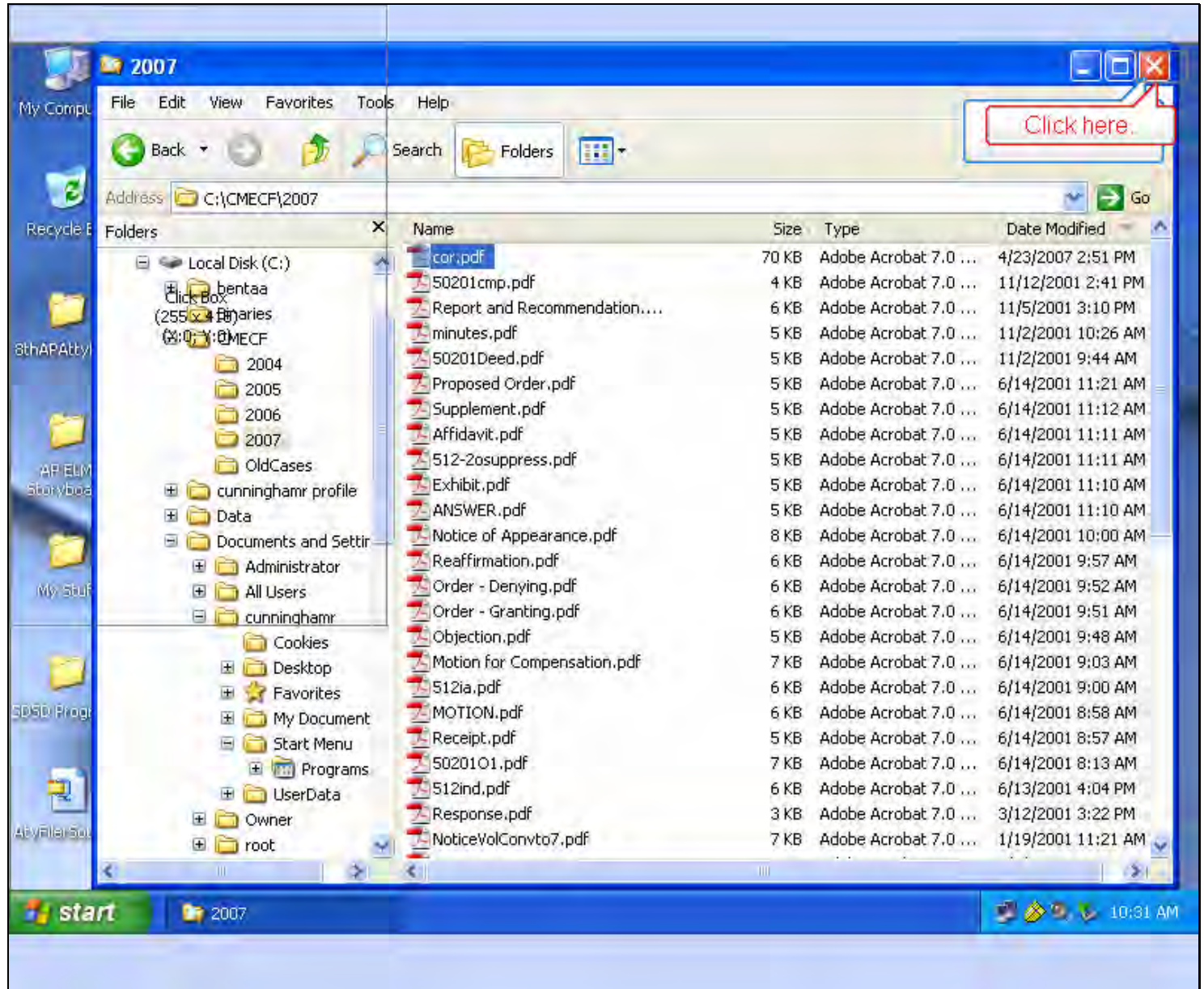


Slide notes

Adobe Acrobat opens the file and displays its contents to you. You should verify that this is the file you intend to file with the court.

Close the Acrobat window by clicking its close button.

Slide 31 - Close Explorer



Slide notes

We now know the address of the file we want is C:\CMECF\2007. We can close our Windows Explorer window, log in to the court's CM/ECF application, and file the appearance form.

Close the Explorer window by clicking its X.

Slide 32 - Slide 32



Slide notes

And you're back to the desktop.

On the next screens you will see how to browse for and locate that file while logged in to CM/ECF. We will use screens from the Court of Appeals for the Fourth Circuit as examples.

Slide 33 - Slide 33

The screenshot shows a web browser window titled "Startup Page". The address bar displays "https://ecf.ca4.usco...". The page has a light blue background. At the top, there is a navigation bar with links: "Docketing", "Reports", "Utilities", "Logout", and "Help". Below this is a large circular seal of the Administrative Office of the United States Courts. Under the seal, the text reads "U.S. Court of Appeals CM/ECF" and "Official Attorney Electronic Document Filing System". A disclaimer states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571." Below the disclaimer, a "Welcome" section says: "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." and "Last login May 16, 2007 10:43:06 AM EDT". The Windows taskbar at the bottom shows the "start" button, the address bar, and the system clock displaying "11:00 AM".

Startup Page

Docketing Reports Utilities Logout Help



U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571.

Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

Last login May 16, 2007 10:43:06 AM EDT

start <https://ecf.ca4.usco...> Startup Page 11:00 AM

Slide notes

We will assume you have logged in already to the Court of Appeals. It is not the intent of this lesson to show you how to docket an appearance form. We will skip ahead in the docketing process to the screen where you have to browse for your cor.pdf file.

Slide 34 - Click Browse in CM/ECF

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (255 x 418) (X:0; Y:0)

Display All Parties AND Select All Clear All

Additional Information

Name of Attorney:

PDF Document

Document: **Browse...**

Click here.

Click Browse.

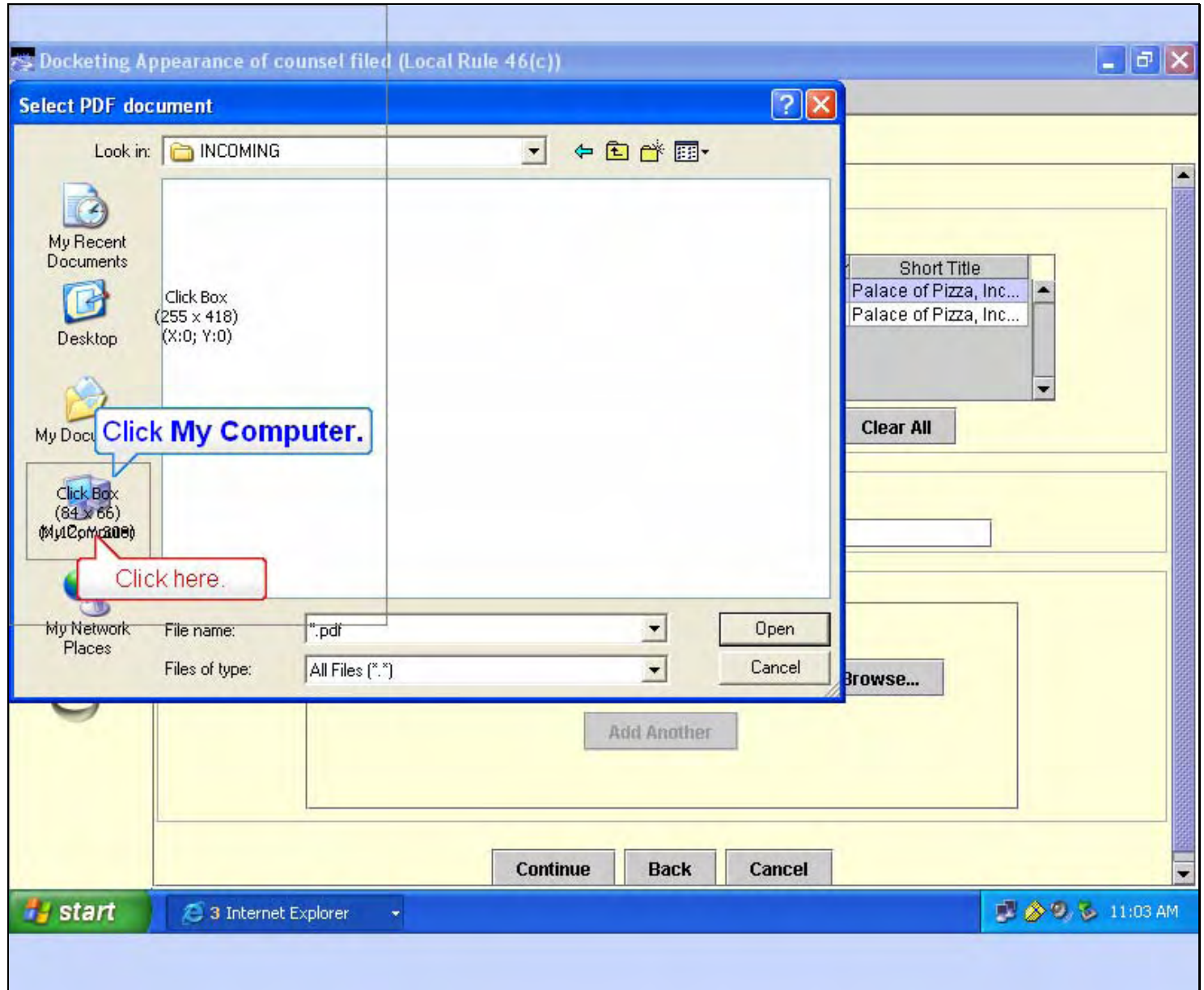
Continue Back Cancel

start Internet Explorer 11:03 AM

Slide notes

In the middle of this screen is the segment where you must browse for and select the PDF document you wish to file with this docket entry. To do so, click the Browse... button.

Slide 35 - Slide 35

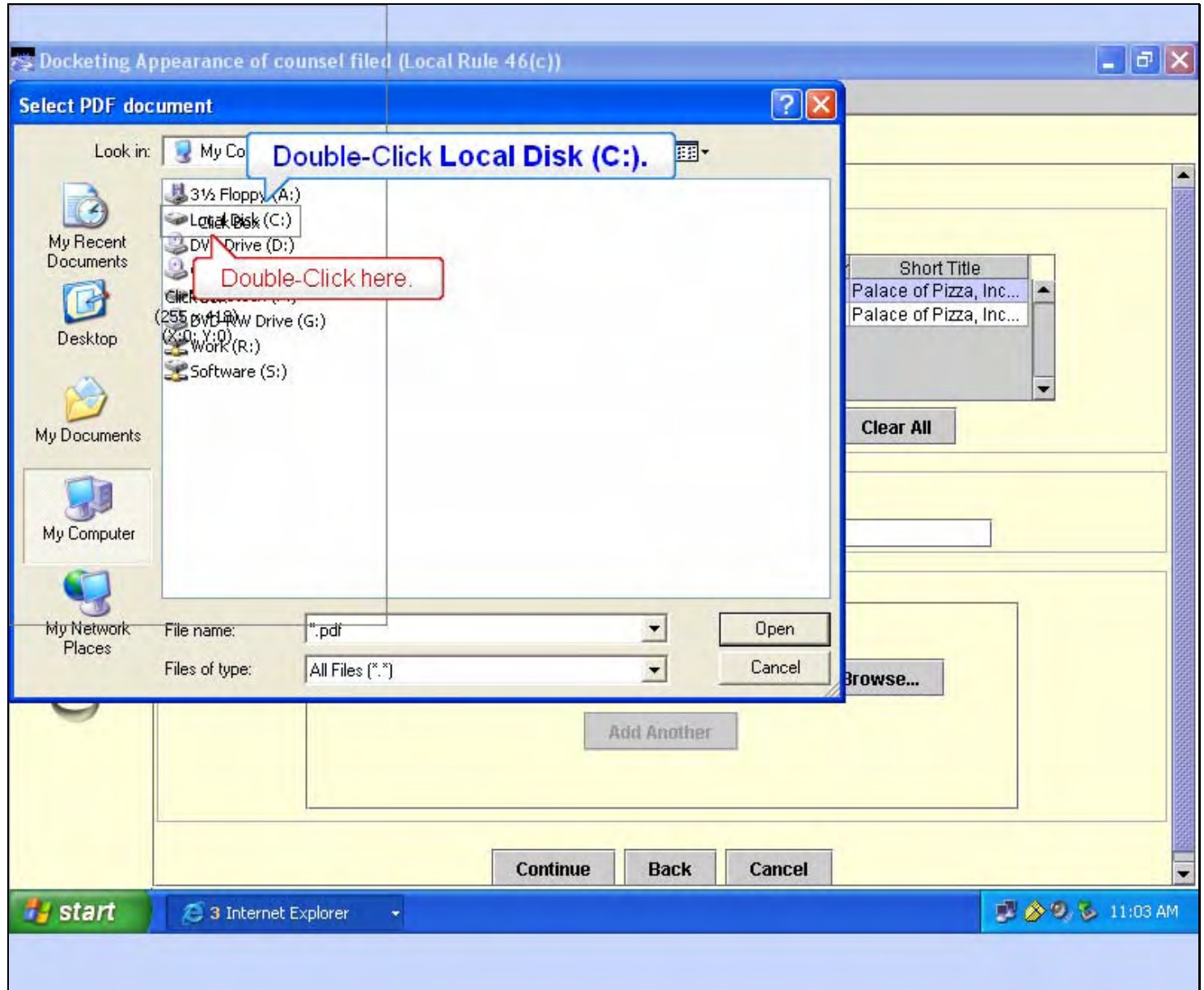


Slide notes

Internet Explorer pops up a dialog box for you to select the PDF document you want to file. This process will be similar to the Windows Explorer techniques we learned earlier in this lesson.

To begin, click My Computer.

Slide 36 - Slide 36

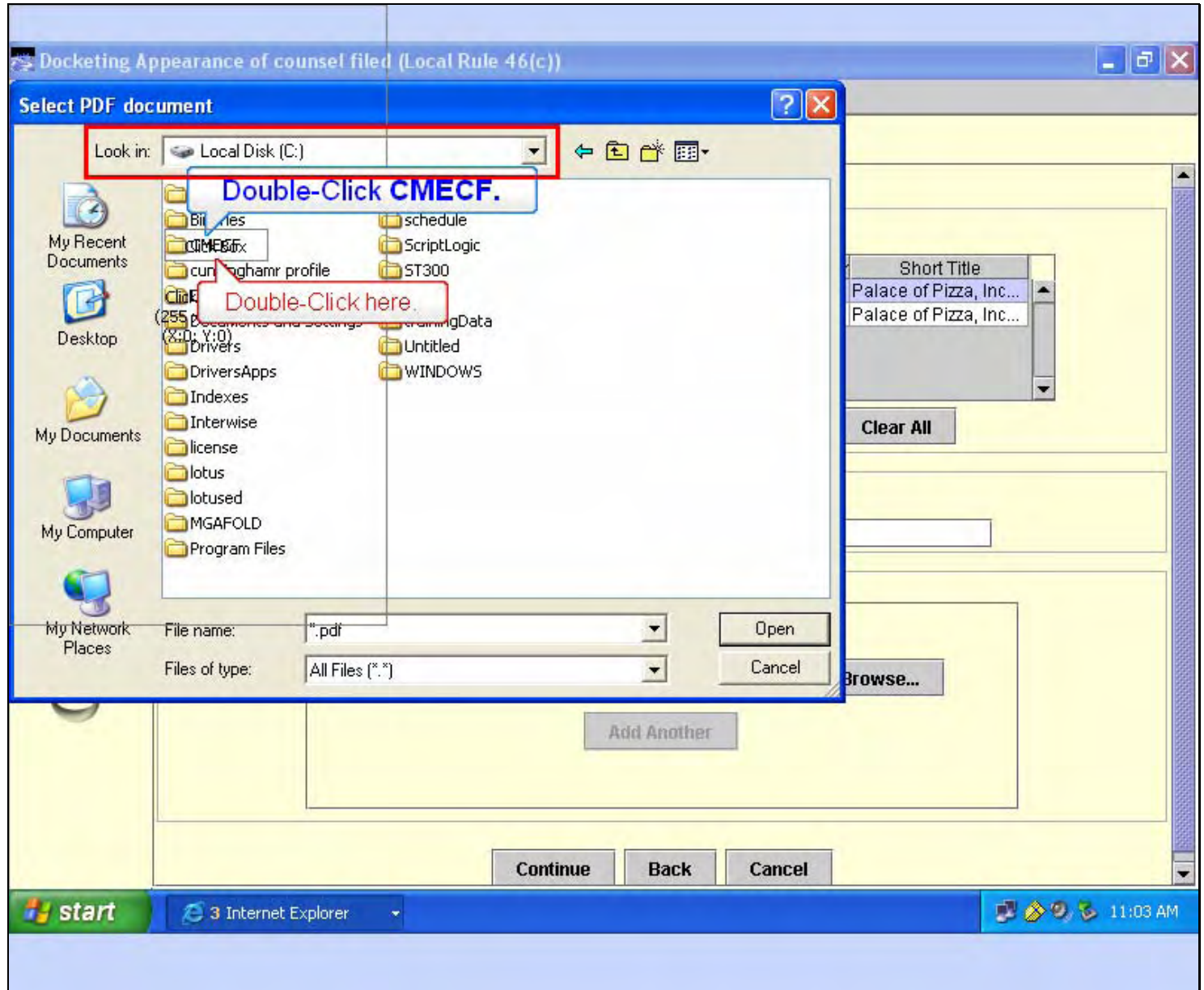


Slide notes

The Look in: field is similar to the Address field we saw in the Windows Explorer earlier. The dialog box is showing you all the disk drives you have access to on your computer.

To select Local Disk (C:), double-click it.

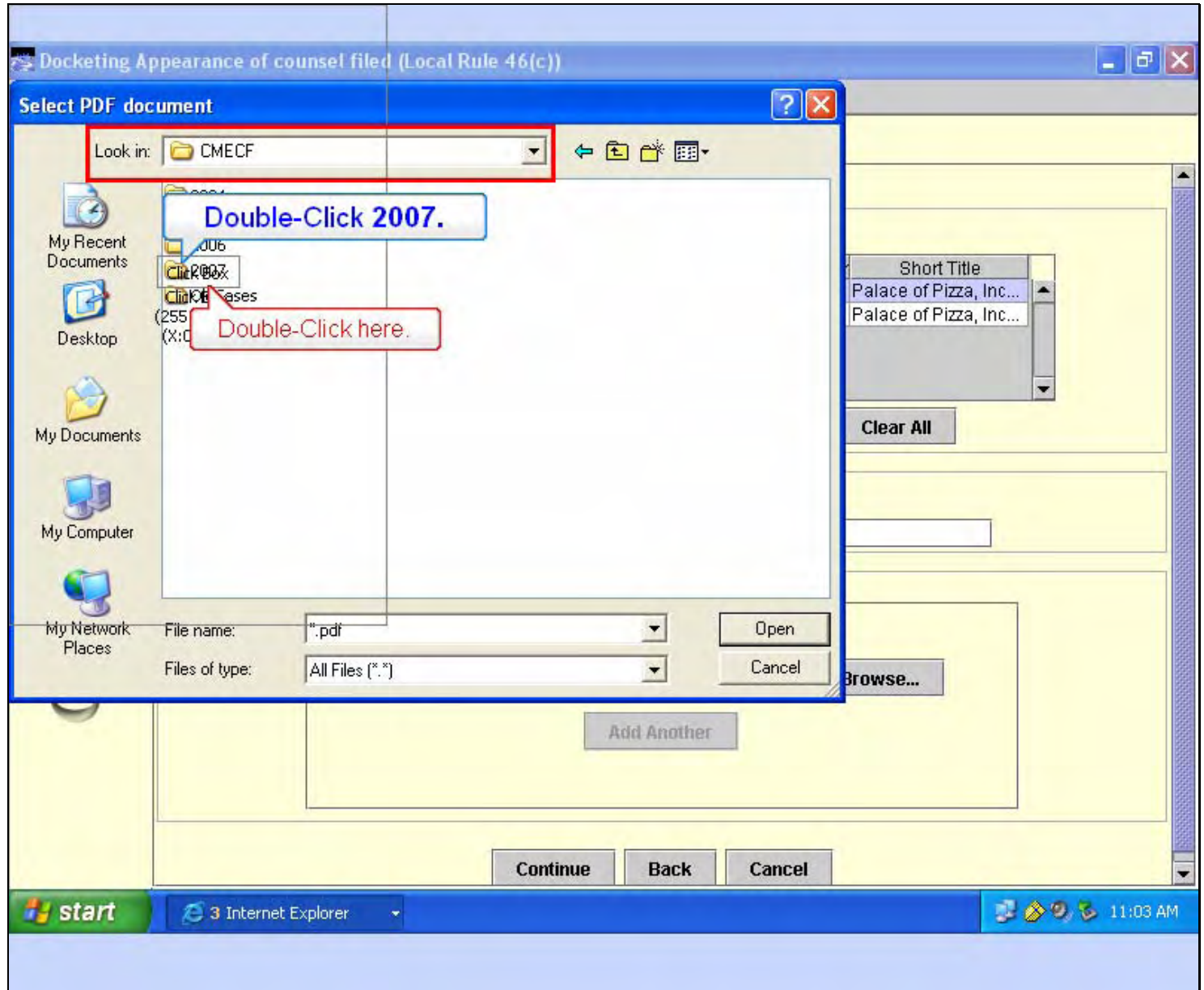
Slide 37 - Slide 37



Slide notes

The Look in: field now shows that we are looking at the contents of Local Disk (C:). One of the folders in the contents is CMECF. Double-click that folder to open it.

Slide 38 - Slide 38

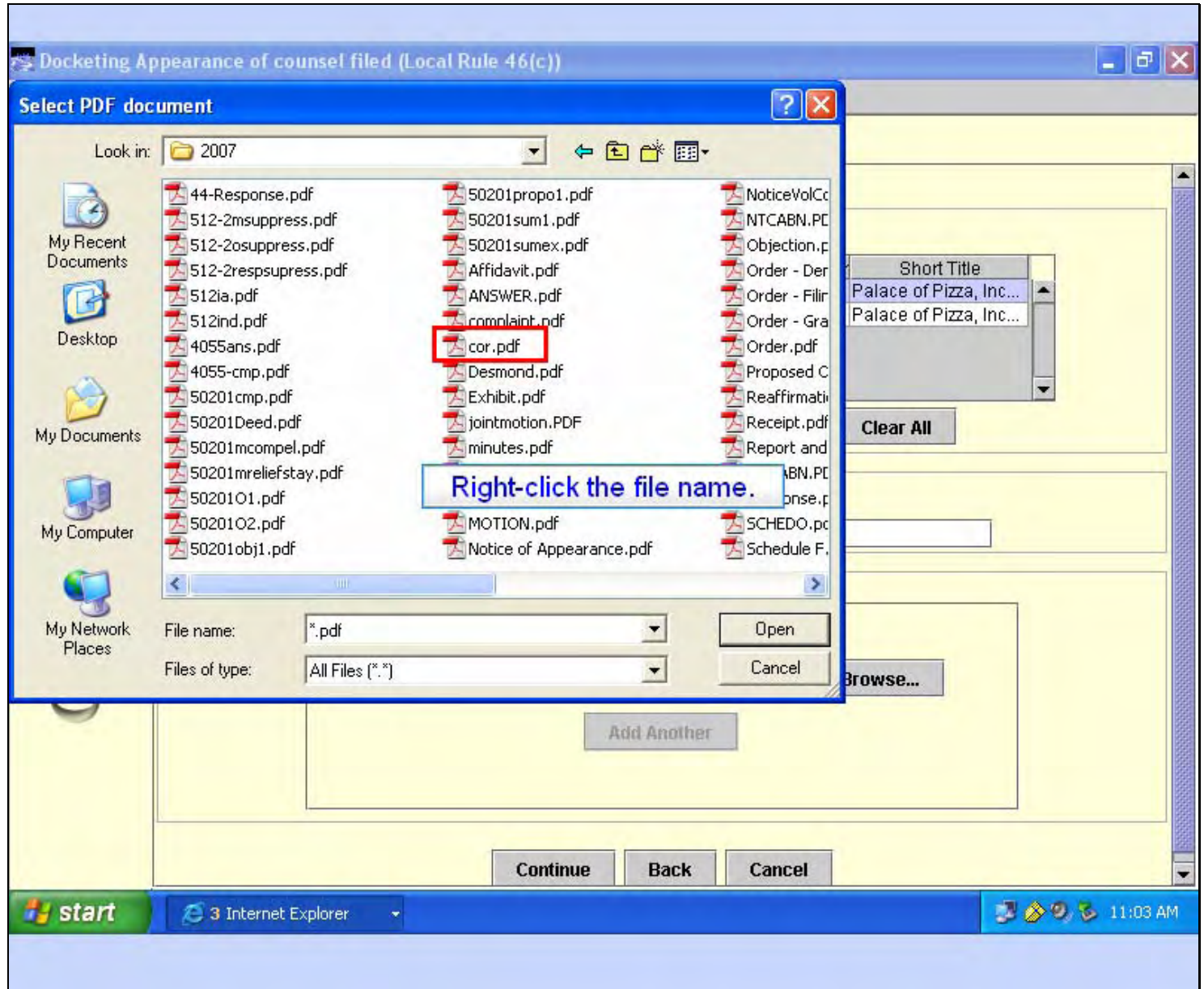


Slide notes

The Look in: field shows we are now looking in the CMECF folder. Notice that it does not show the complete path like Windows Explorer did. Internet Explorer shows only the current folder.

Our file was in the 2007 folder. Double-click it to open it.

Slide 39 - View File in CM/ECF

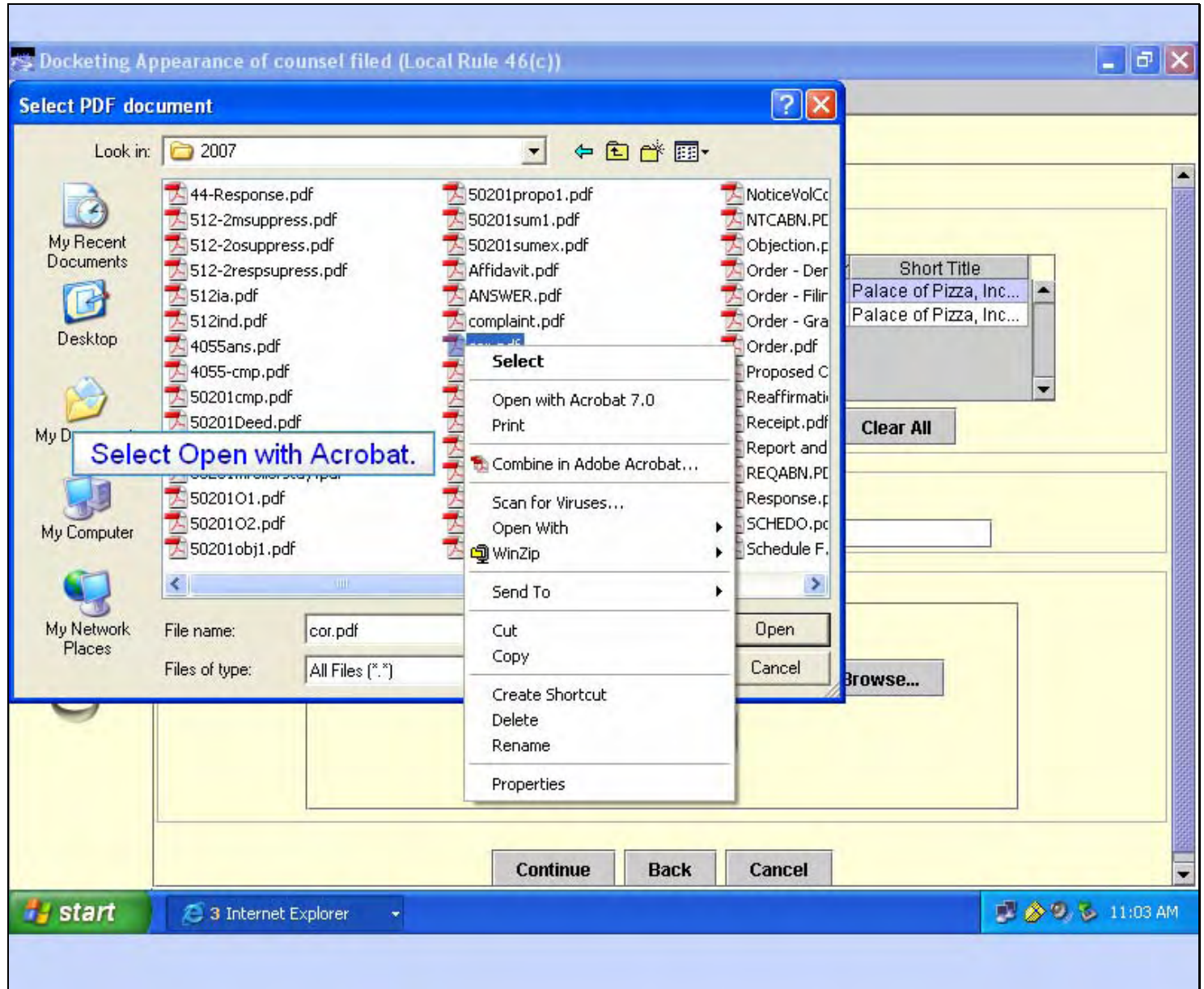


Slide notes

We are now looking in the 2007 folder. And you can see the file named cor.pdf in the list.

It's still a good practice to take one last look at the file to make sure it's what you want to send to the court. The process is the same as it was in Windows Explorer. You would right-click the file name, then select Open with Acrobat. Watch the screen and I'll do that for you again.

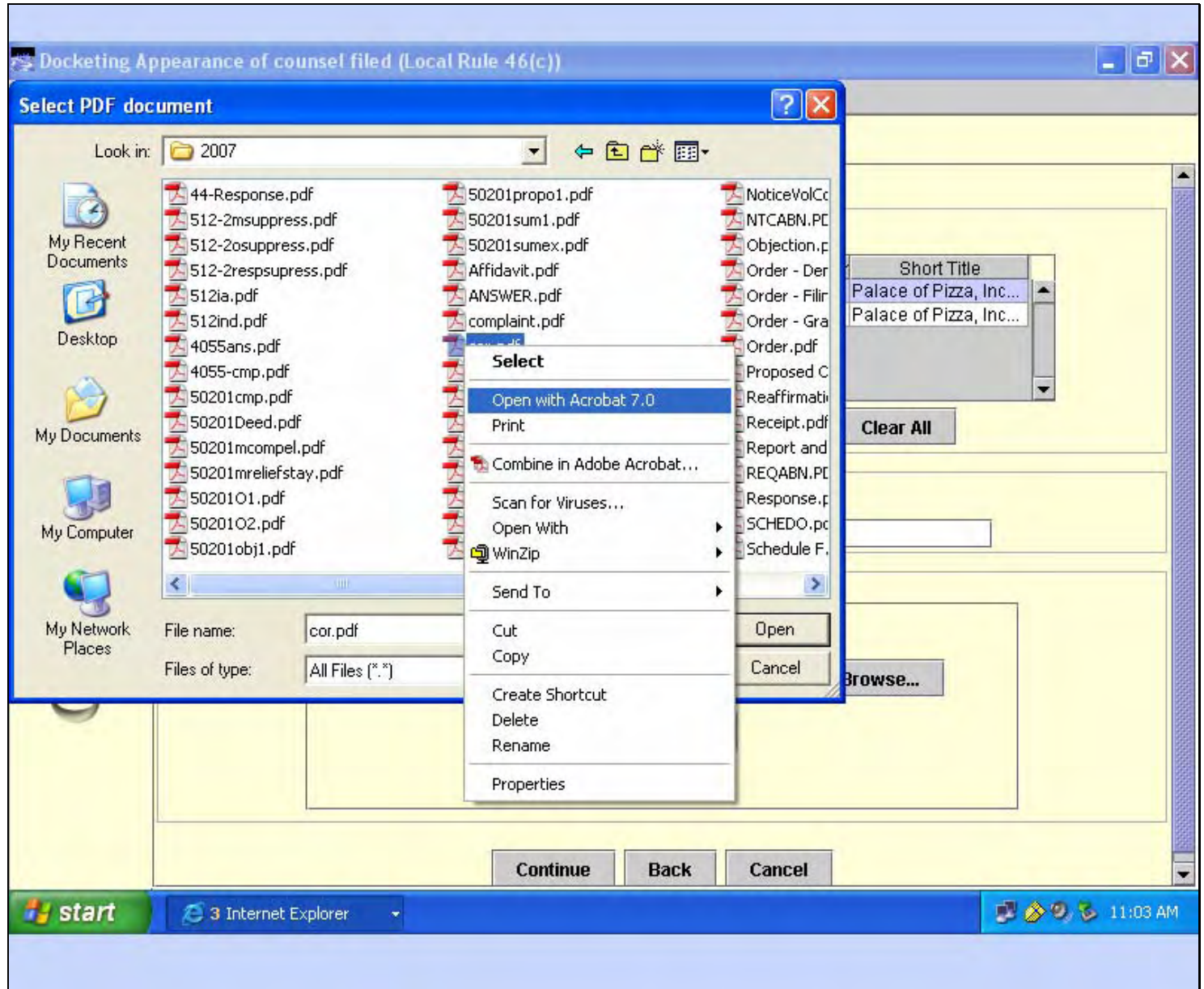
Slide 40 - Slide 40



Slide notes

Select Open with Acrobat.

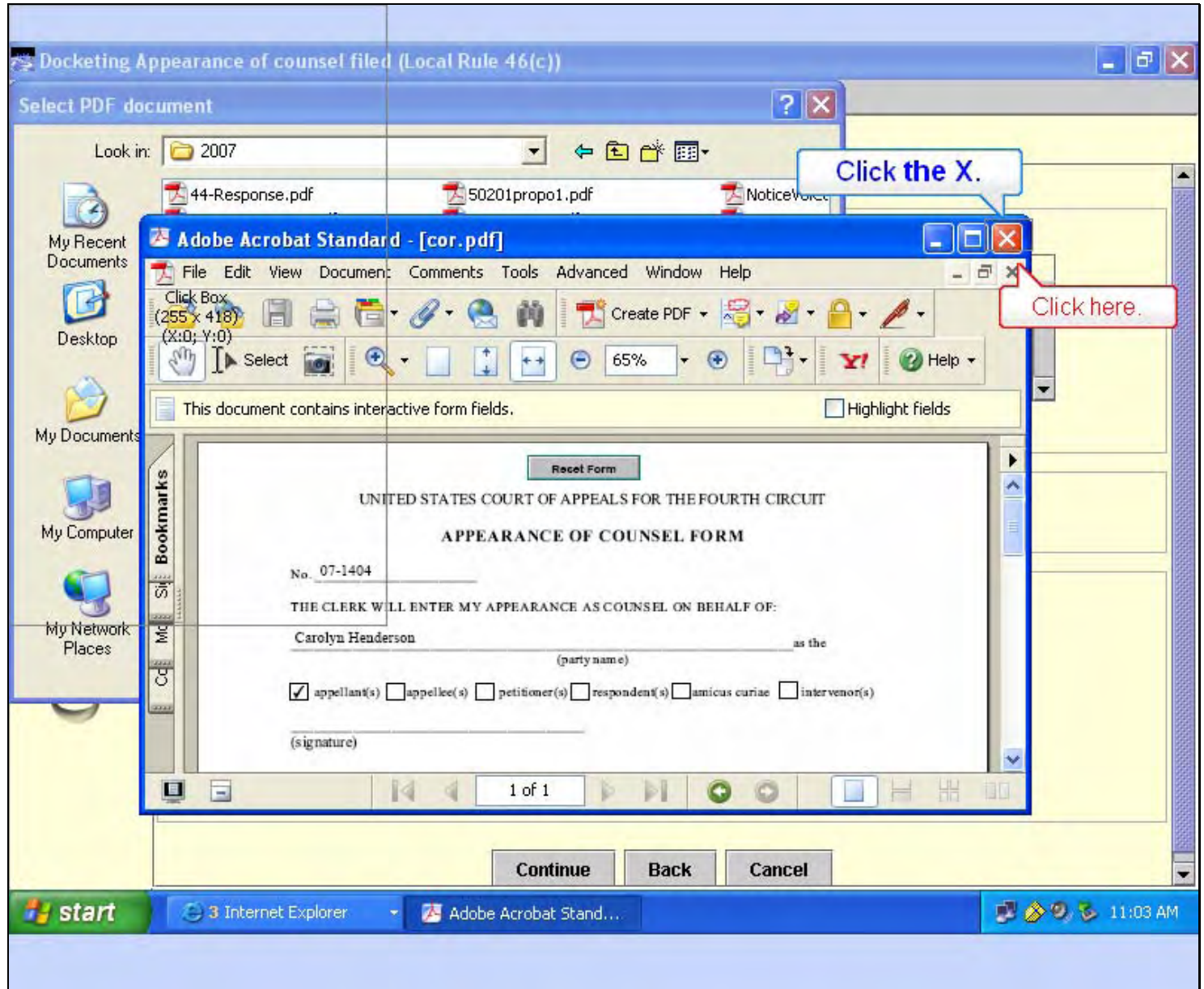
Slide 41 - Slide 41



Slide notes

(Note: This is a transition slide.)

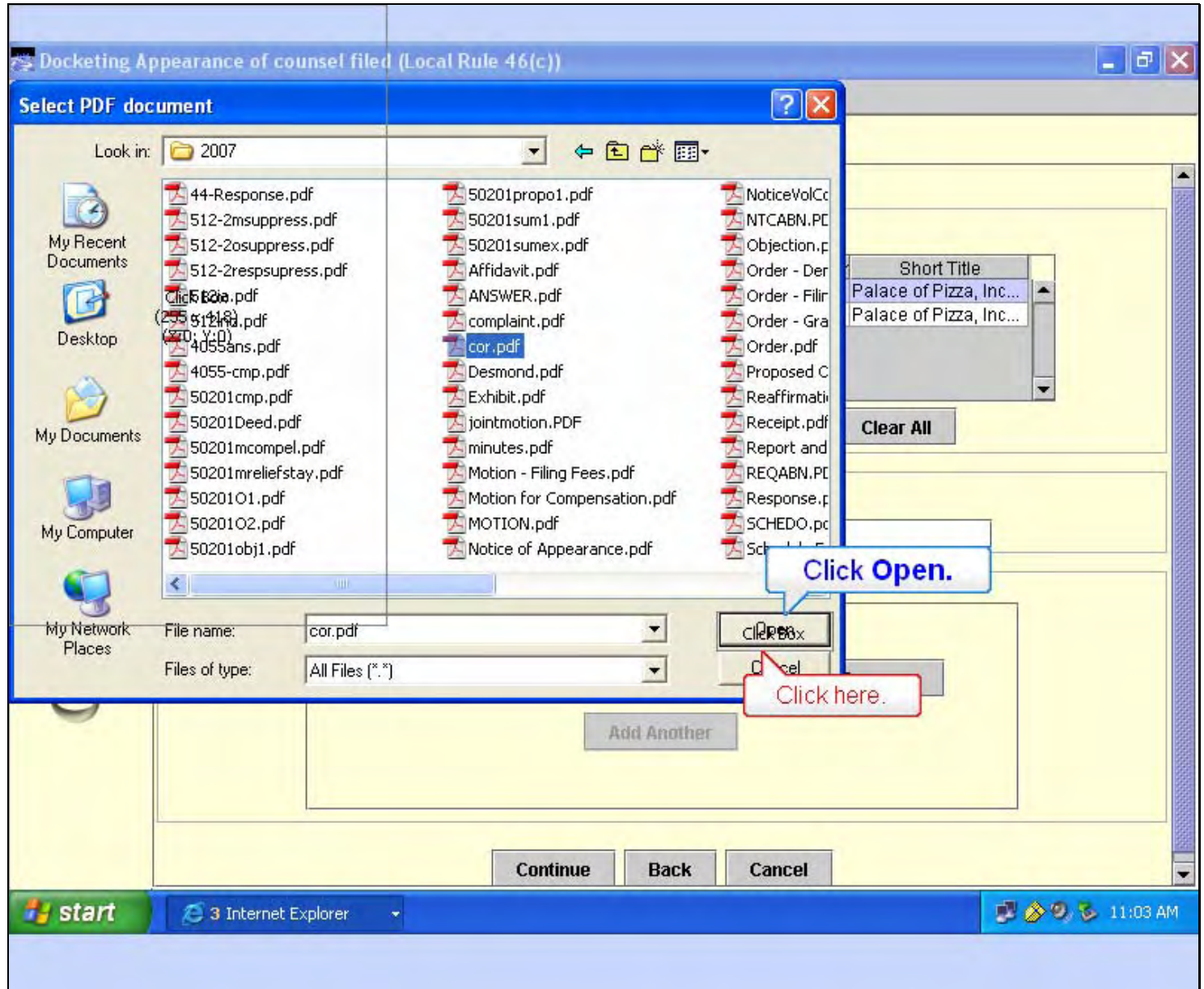
Slide 42 - Slide 42



Slide notes

And Adobe Acrobat shows you the file's contents. When you've verified it's the right file, close the Acrobat window by clicking its X.

Slide 43 - Slide 43



Slide notes

Now that you've verified that cor.pdf is the correct file, click the Open button.

Slide 44 - Slide 44

CM/ECF Appellate

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Name of Attorney:

PDF Document

Document: C:\CM/ECF\2007\cor.pdf Browse...

Add Another

Continue Back Cancel

start 3 Internet Explorer 11:03 AM


Slide notes

Notice that CM/ECF has filled in the complete path to your file in the Document field.

At this point you would continue filing your appearance form.

You will use this same technique of browsing through the disk drives and folders on your computer to locate any PDF document you wish to file with the CM/ECF application.

Slide 45 - Summary

The slide has a blue gradient background with a faint, large watermark on the left side that reads "AO OIT-SDVD TRAINING". The word "Summary" is centered in the upper half in a bold, dark blue font. Below it, the text "You will now be able to:" is followed by a bulleted list of five items. At the bottom, a paragraph provides instructions on how to exit the lesson.

Summary

You will now be able to:

- * Run Windows Explorer
- * Navigate the files and folders on your computer
- * Expand and collapse the Explorer tree
- * Locate and view a specific file
- * Browse for a PDF file in CM/ECF

You may exit this lesson by selecting Exit the Lesson from the Menu, or you may close this lesson's window by clicking its X. Or you may use the navigation features of this lesson module to return to any desired section of the lesson.

Slide notes

This concludes this lesson module on Windows Navigation. You now know how to do the items listed on this screen.

You may exit this lesson by selecting Exit the Lesson from the Menu, or you may close this lesson's window by clicking its X. Or you may use the navigation features of this lesson module to return to any desired section of the lesson.

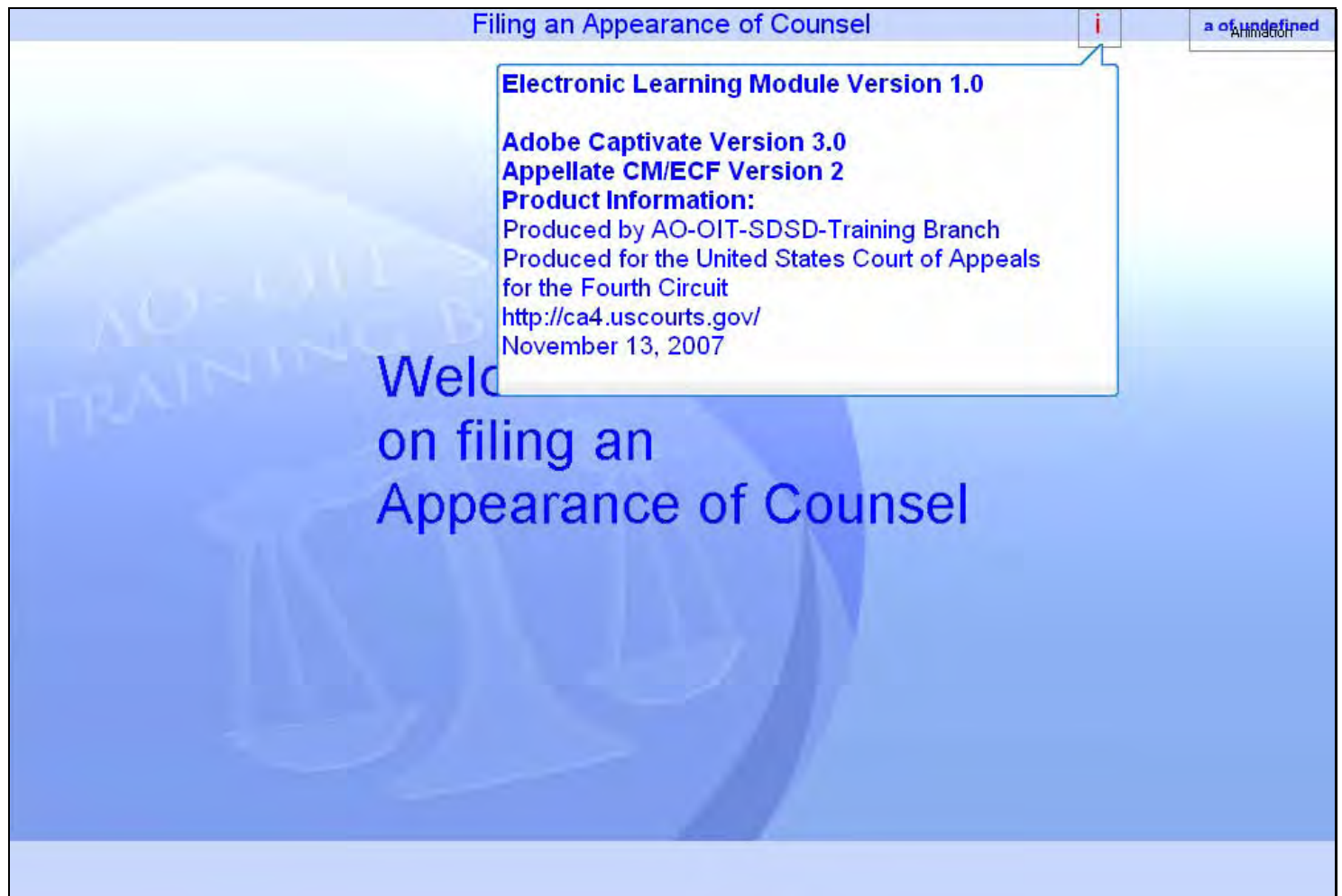
Slide 46 - Goodbye



Slide notes

Goodbye.

Slide 1 - Welcome

The slide features a blue background with a faint image of a scale of justice and the text "AO-OIT-SDSD TRAINING BRANCH". A white information box is overlaid on the right side. The box contains the following text: "Electronic Learning Module Version 1.0", "Adobe Captivate Version 3.0", "Appellate CM/ECF Version 2", "Product Information:", "Produced by AO-OIT-SDSD-Training Branch", "Produced for the United States Court of Appeals for the Fourth Circuit", "http://ca4.uscourts.gov/", and "November 13, 2007". The main title "Welcome on filing an Appearance of Counsel" is written in large blue text across the center of the slide.

Filing an Appearance of Counsel

Electronic Learning Module Version 1.0

Adobe Captivate Version 3.0
Appellate CM/ECF Version 2

Product Information:
Produced by AO-OIT-SDSD-Training Branch
Produced for the United States Court of Appeals
for the Fourth Circuit
<http://ca4.uscourts.gov/>
November 13, 2007

Welcome on filing an
Appearance of Counsel

Slide notes

Welcome to the lesson on filing an Appearance of Counsel.

Slide 2 - Navigation Instructions

Navigation Instructions

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

For version information about this lesson module, roll your mouse over the "i" in the heading.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

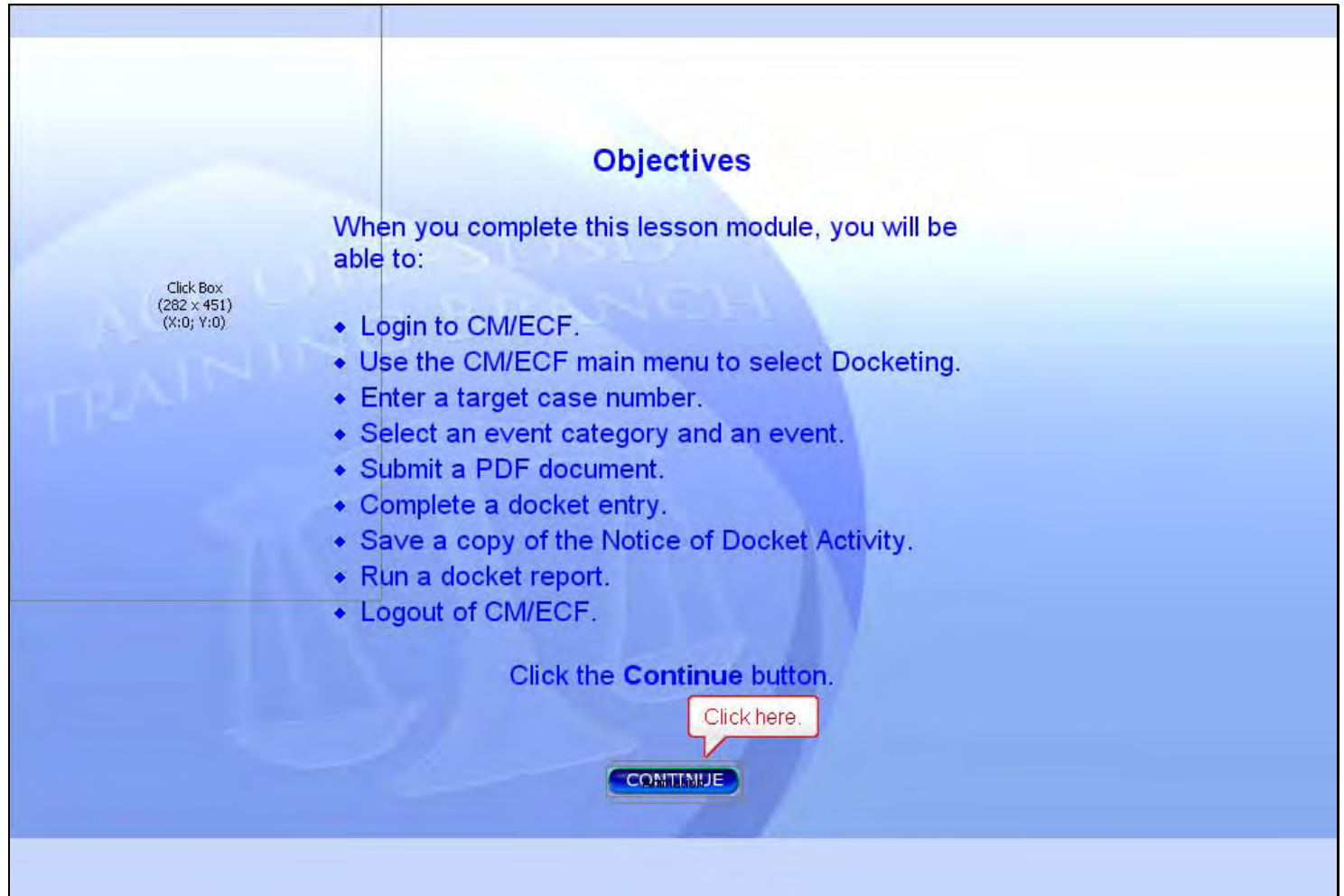
Click here.

START

Slide notes

These are the instructions on navigating through this lesson module. When you're ready to start the lesson, click the Start button.

Slide 3 - Objectives

The slide has a blue background with a faint circular logo in the center. The logo contains the text 'ACLU', 'SOUTH', and 'TRAINING'. The word 'Objectives' is written in a large, bold, blue font at the top center. Below it, the text 'When you complete this lesson module, you will be able to:' is followed by a bulleted list of eight tasks. At the bottom right, there is a blue button with the word 'CONTINUE' in white. A red speech bubble with the text 'Click here.' points to the button. On the left side, there is a small text box with the coordinates '(282 x 451)' and '(X:0; Y:0)'.

Objectives

When you complete this lesson module, you will be able to:

- ◆ Login to CM/ECF.
- ◆ Use the CM/ECF main menu to select Docketing.
- ◆ Enter a target case number.
- ◆ Select an event category and an event.
- ◆ Submit a PDF document.
- ◆ Complete a docket entry.
- ◆ Save a copy of the Notice of Docket Activity.
- ◆ Run a docket report.
- ◆ Logout of CM/ECF.

Click the **Continue** button.

Click here.

CONTINUE

Click Box:
(282 x 451)
(X:0; Y:0)

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete it. Click the Continue button.

Slide 4 - Slide 4



Slide notes

We'll begin by logging into the CM/ECF application. We'll use Internet Explorer to navigate to the court's CM/ECF web site. On this page, click the hyperlink for the CM/ECF Document Filing System.

Slide 5 - Login Screen

Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login> Go

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is recommended that you have automatic login to PACER set up. For information, click [here](#).

Authentication

Login:

Password:

Client Code:

Login Clear

CM/ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.

Slide notes

The Appellate CM/ECF Login page loads. On this screen you need to enter the login and password that were assigned to you for electronic filing purposes. This is different than the normal PACER login and password used for retrieving information from the PACER Service Center.

Both the login and the password are case sensitive. This means you must enter them in upper or lower case exactly as they were assigned to you.

The Client Code is optional. It's used to help you keep track of PACER fees by client.

We'll begin by entering your login. For this lesson module, we will assume you are John H. Attorney, and you are going to file an appearance of counsel form for Carolyn Henderson, the appellant in one of your cases. In the Login field, type "jattorney", then press the TAB key.

Slide 6 - Slide 6

Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Print

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login> Go

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click [here](#).

Authentication

Login:

Password:

Client Code:

CM/ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.

Done Internet

Slide notes

In the Password field, type "Test2004" (with a capital T), then press the TAB key.

Slide 7 - Slide 7

Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Home

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login> Go

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click [here](#).

Authentication

Login: Password: Client Code:

Enter **Henderson**, then click the **Login** button.

Incorrect, please try again

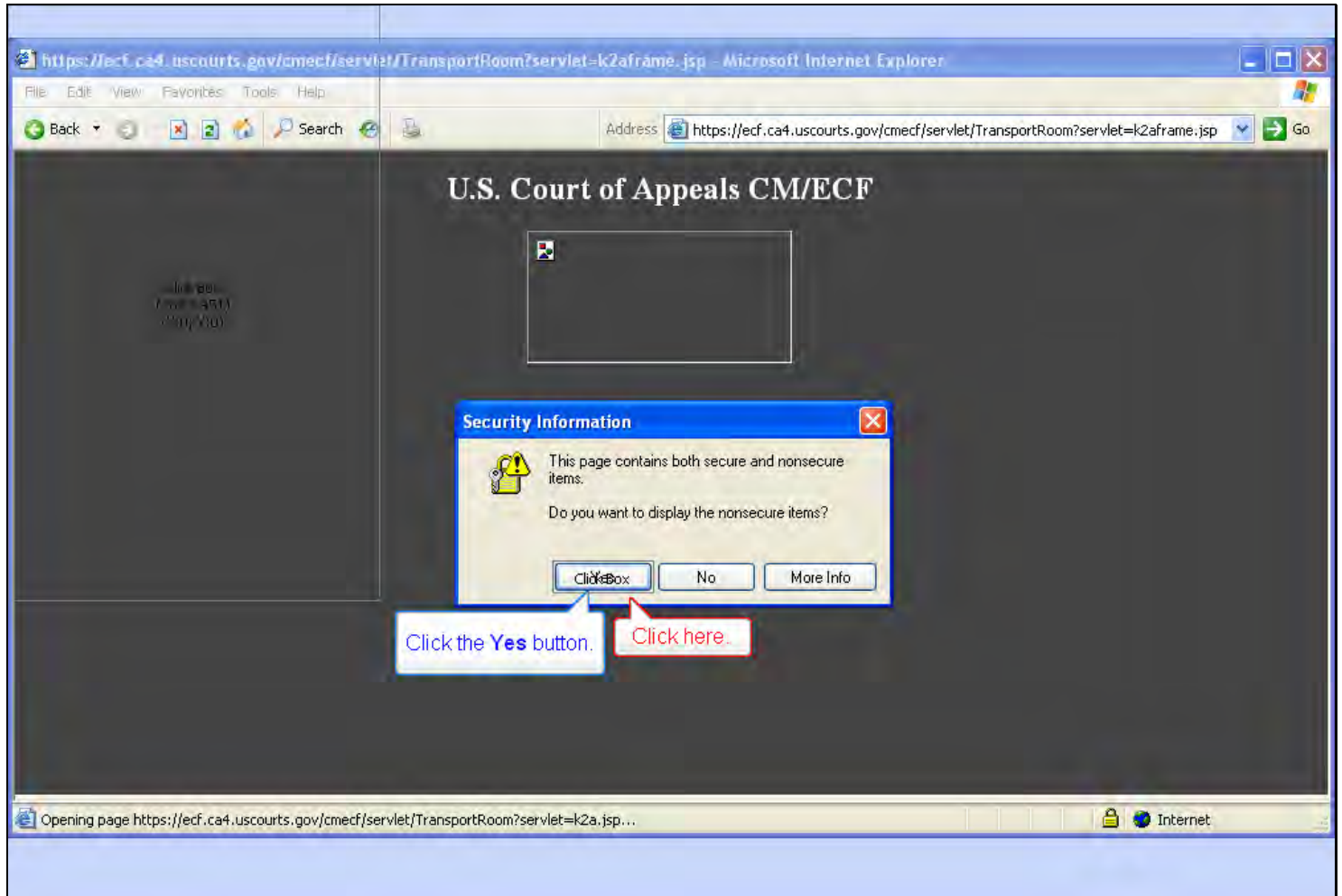
CM/ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.

Done Internet

Slide notes

For the Client Code, type "Henderson", then click the Login button.

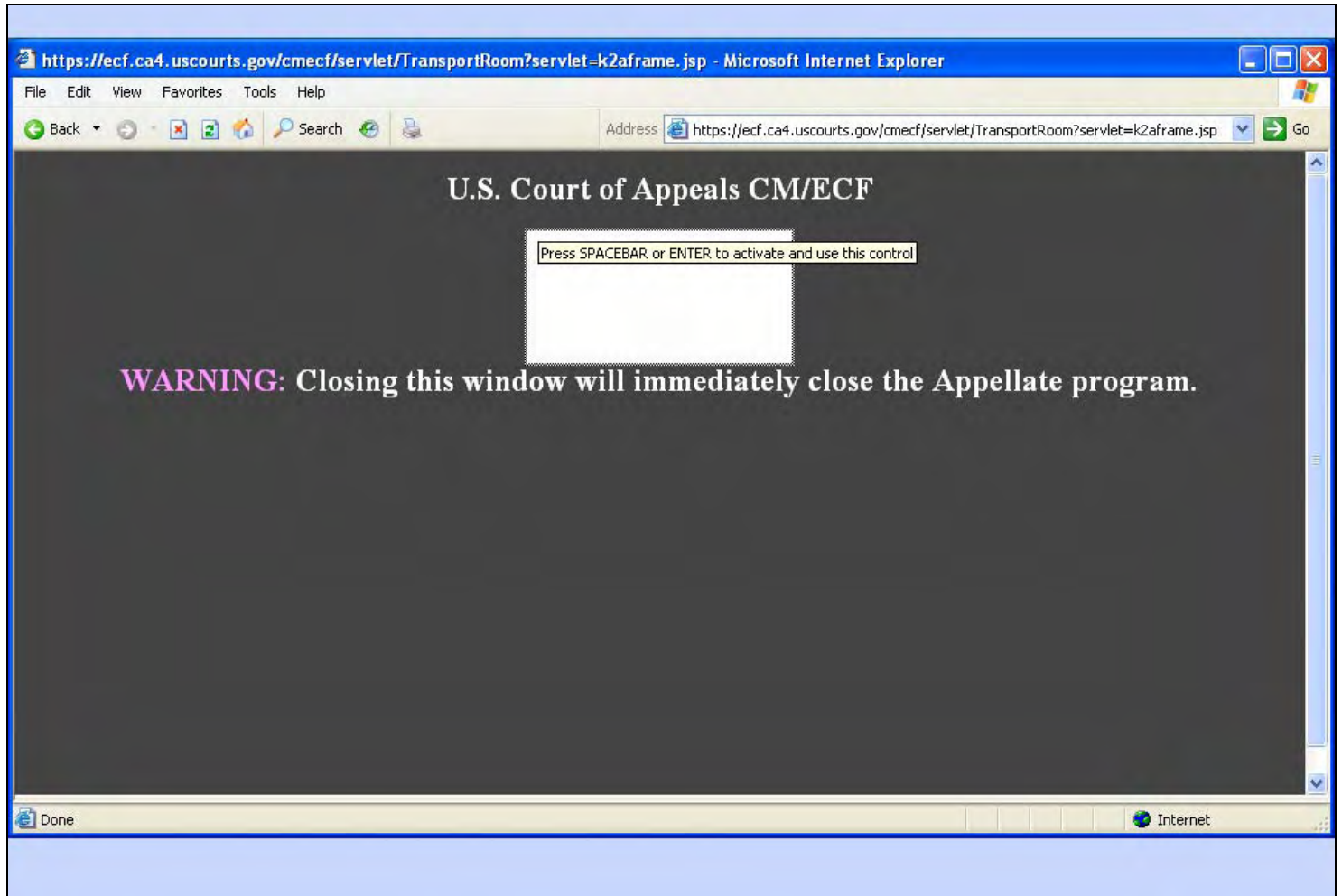
Slide 8 - Slide 8



Slide notes

Since you're connecting to a secure web site, the browser shows you a security information dialog box. Click the Yes button to continue.

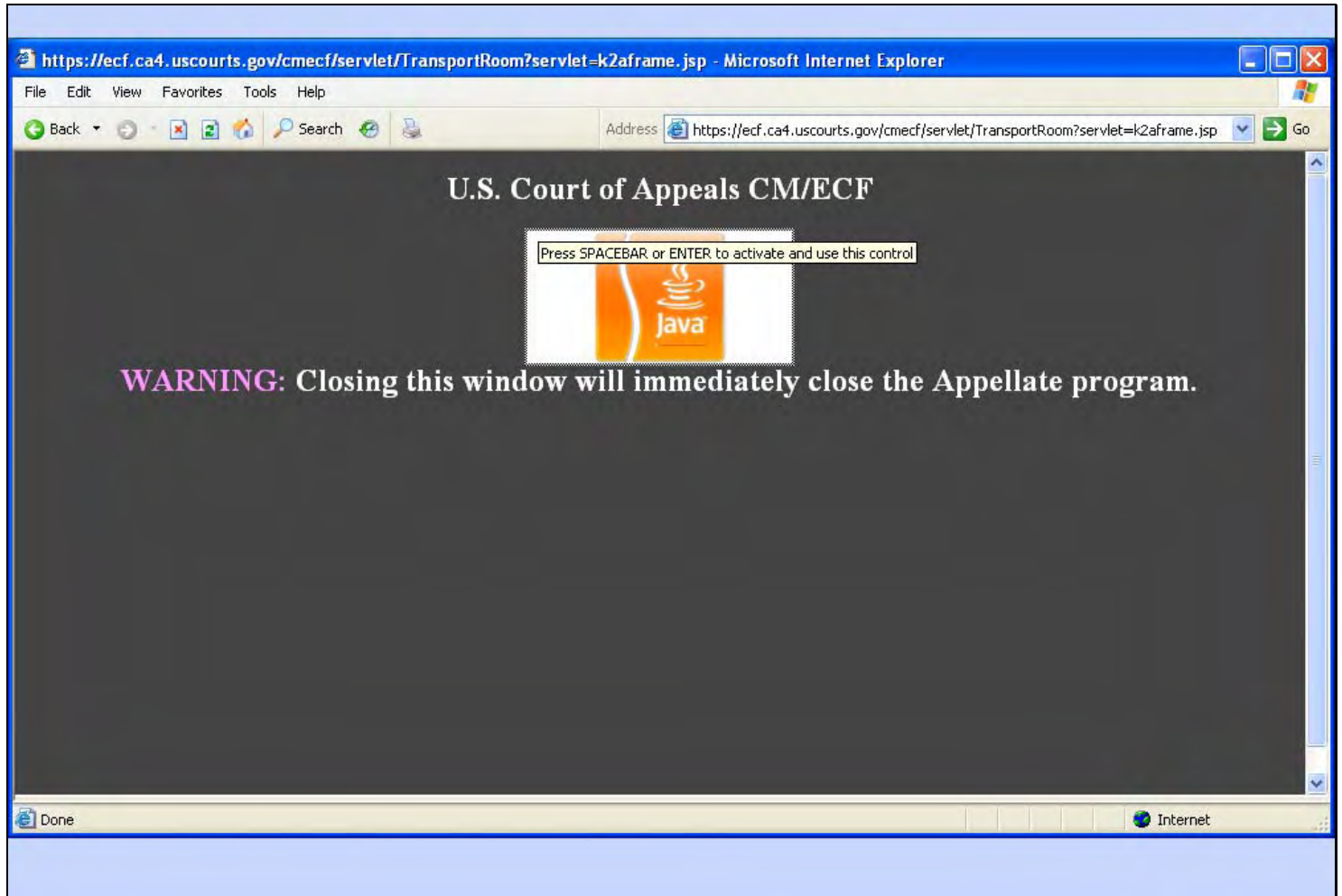
Slide 9 - Slide 9



Slide notes

(Note: This is a transition slide.)

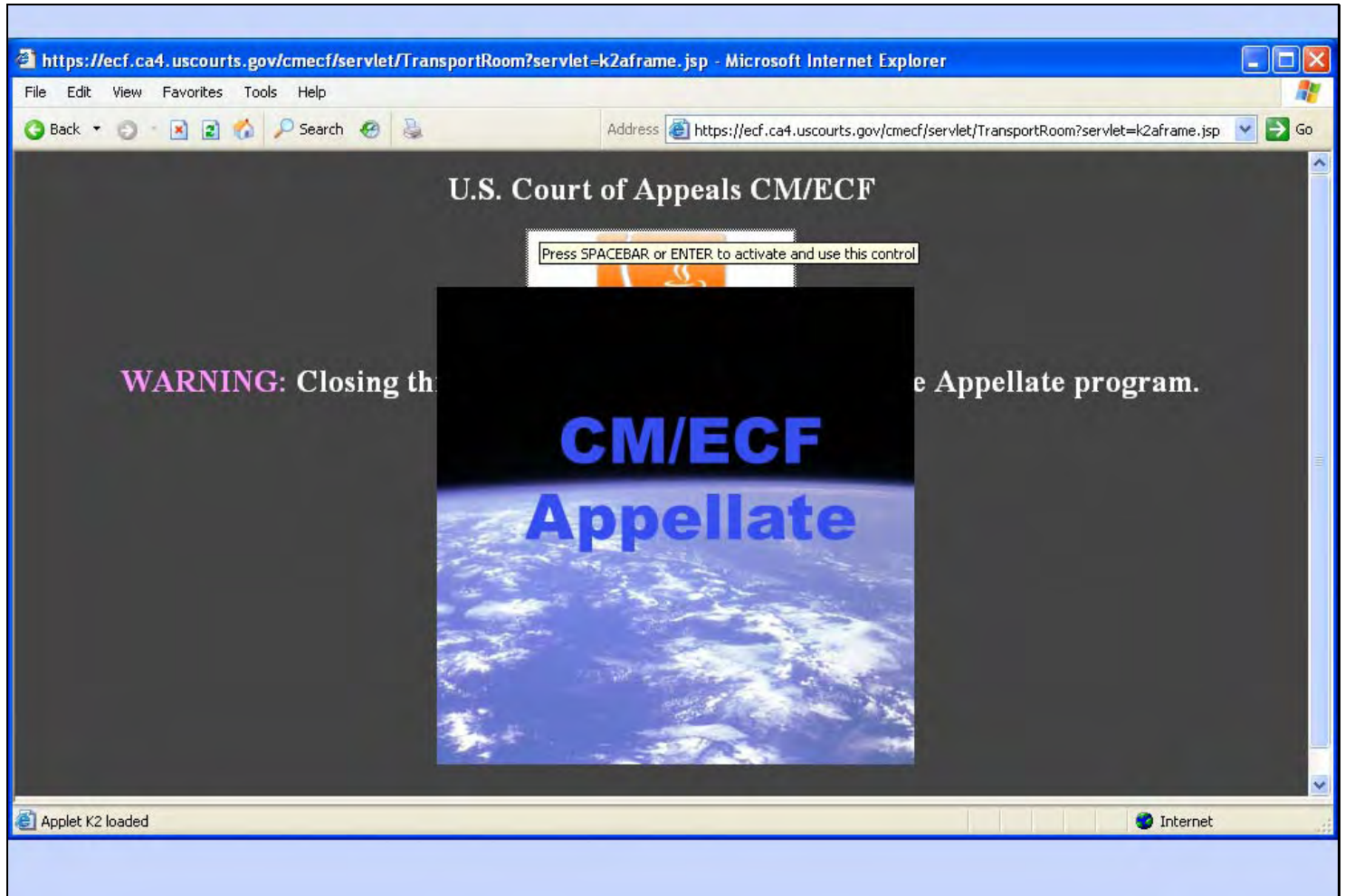
Slide 10 - Slide 10



Slide notes

(Note: This is a transition slide.)

Slide 11 - Slide 11



Slide notes

(Note: This is a transition slide.)

Slide 12 - Startup Page



Slide notes

When the login process is completed, CM/ECF shows you the Startup Page. There's a menu at the top of the page. This is the main CM/ECF menu.

To begin filing your appearance form, click the Docketing menu item.

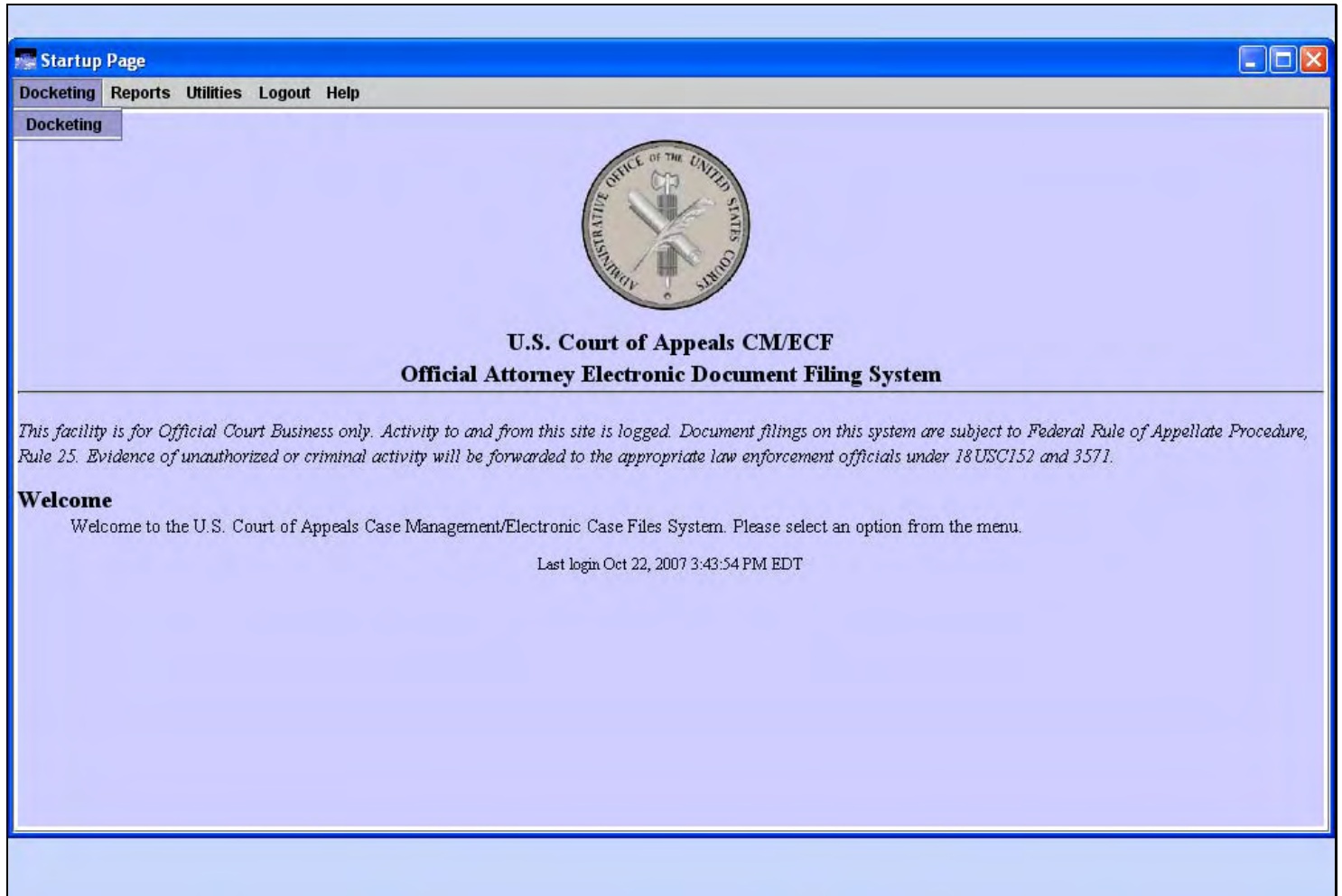
Slide 13 - Slide 13



Slide notes

Now click Docketing again.

Slide 14 - Slide 14



Slide notes

(Note: This is a transition slide.)

Slide 15 - Event Selection

Docketing Please Select

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

First select an event:

- ☒ Forms, Notices & Filings
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

Slide notes

The Docketing window opens and displays the Event Selection screen segment.

Before you begin filing anything, you must first enter the target case number. The case number is made up of a two-digit year, followed by a dash, and then a number. For our practice case, enter case number 07-1404, then press the TAB key.

Slide 16 - Slide 16

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Click the radio button for Appearance of counsel filed (Local Rule 46(c))

- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Notice of appearance of counsel served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Click here.

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

CM/ECF retrieves the case title for the case number you entered and displays it at the top of the screen. You should first verify that this is the correct case before you continue.

You'll notice the system uses the current date as the Filed Date.

Also note that CM/ECF instructions to you on the screens are in blue text. If you're ever unsure about what to do, be sure to read the instructional text on the screen.

You must now tell CM/ECF what you are adding to the docket of this case by selecting an event category in the left pane, then an event in the right pane. You do this by clicking a radio button for the category, then a radio button for the event within that category. As you click the button for an event category in the left pane, the events list in the right pane will change to reflect the events in that selected category.

You can get a list of the categories and events within each category from the court's web site.

For our appearance of counsel form, the correct category is Forms, Notices & Filing Fees. That category is already selected by default, and the events in the right pane are all the events in that category. Notice the list of events has a scroll bar, and it may be necessary to scroll down to locate the specific event you need.

In this case, the first event in the list is Appearance of counsel filed (Local Rule 46(c)). Click the radio button for that event to select it.

Slide 17 - Slide 17

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the down arrow to scroll down.

Slide notes

Now that you have the correct category in the left pane and the correct event in the right pane both selected, click the down arrow in the scroll bar to scroll down.

Slide 18 - Slide 18

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click the Docket Event button.

Click here.

Docket Event

Slide notes

If you were filing a document in consolidated cases, the Applied Case Selection box would have those related cases listed along with your target case. As the blue instructional text indicates, you would select the appropriate related cases here before you continue. Since our practice case has no related cases, our filing only affects our target case.

Click the Docket Event button.

Slide 19 - Slide 19

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transition slide.)

Slide 20 - Slide 20

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Select the filer(s) below. In consolidated cases, use the All Cases button to apply action to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (282 x 451) (X:0; Y:0)

Click the check box for Carolyn Henderson.

Click here.

Display All Parties All Cases Select All Clear All

Additional Information

Name of Attorney:

PDF Document

Document: Browse...

Add Another

Continue Back Cancel

Slide notes

A new window opens with the screens for docketing the Appearance of Counsel form.

First, you must select the filer of this document. Click the check box for Carolyn Henderson.

Slide 21 - Slide 21

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (282 x 451) (X:0; Y:0)

Enter **John H. Attorney** as the name of the attorney. Then click the **Browse** button.

Display All Parties All Cases Select All Clear All

Additional Information

Name of Attorney:

PDF Document

Document: Browse...

Try the name again, then click **Browse**.

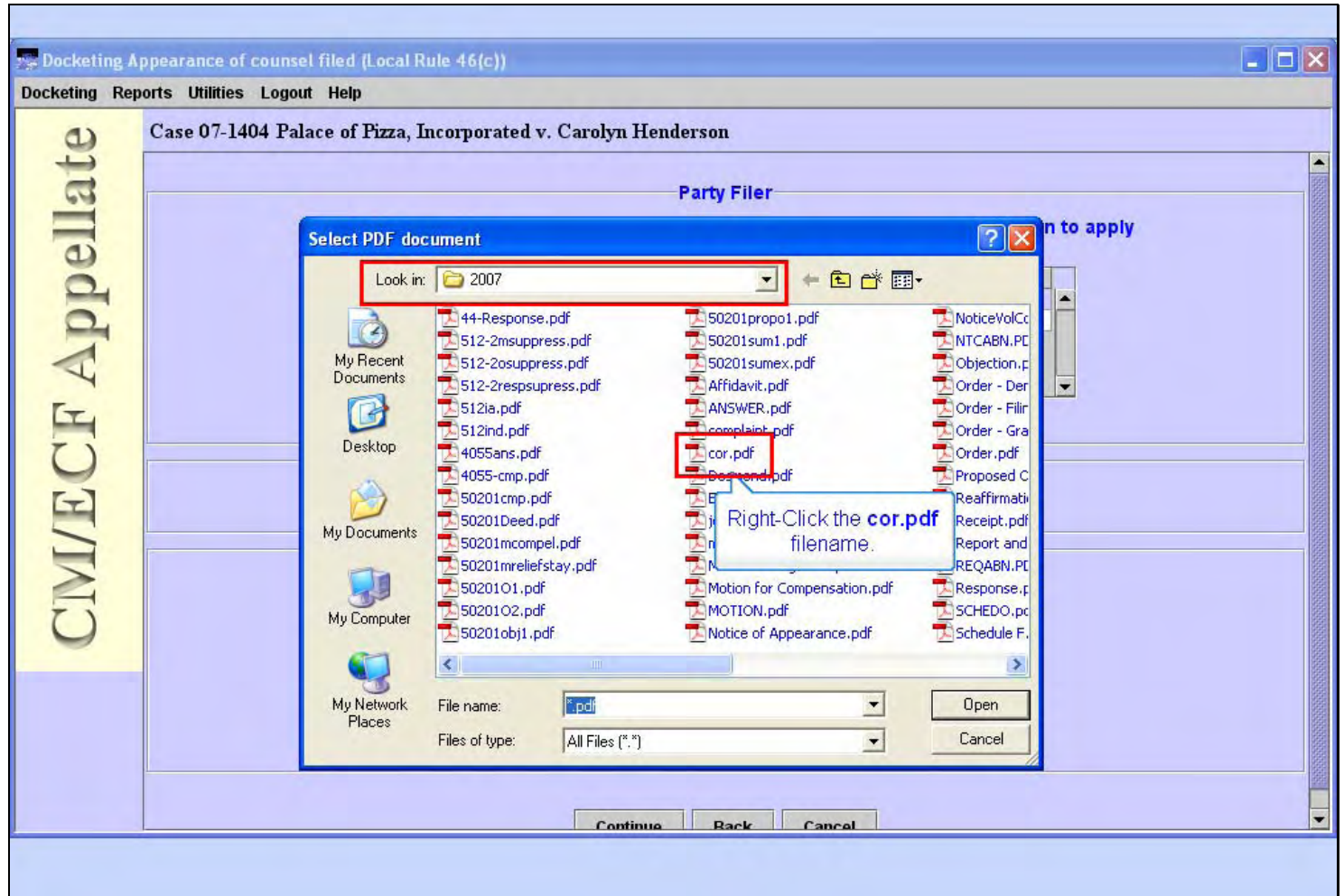
Continue Back Cancel

Slide notes

Now, enter John H. Attorney in the Name of Attorney Field.

After the name is entered, the next step is to locate the Appearance of Counsel form that you are going to file electronically. This form must be in Portable Document Format, or PDF. To locate the form, click the Browse ... button to browse through the folders on your computer to locate the form.

Slide 22 - Select PDF



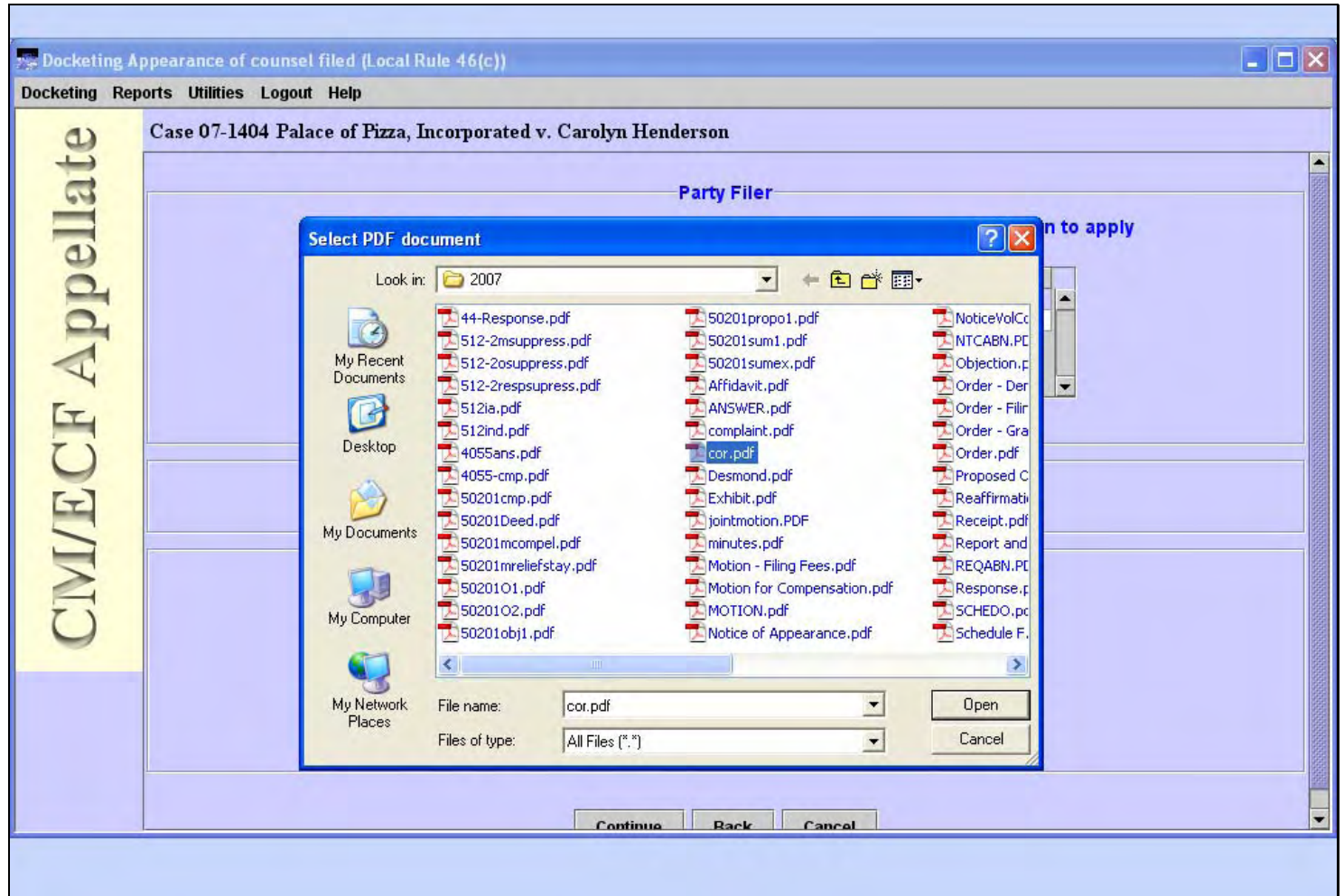
Slide notes

A Select PDF document dialog box opens. For more information about how to browse the folders on your computer, see the lesson module on Windows Navigation.

This dialog box indicates we are looking in a folder named 2007 at PDF files. The one we want to file is named cor.pdf. But we should make sure it's the correct file. A good practice is to take a quick look at the contents of the file before we submit it to the court. The way to do that is to right-click the filename, then from the drop down menu select Open with Acrobat.

Watch your screen as I do that for you.

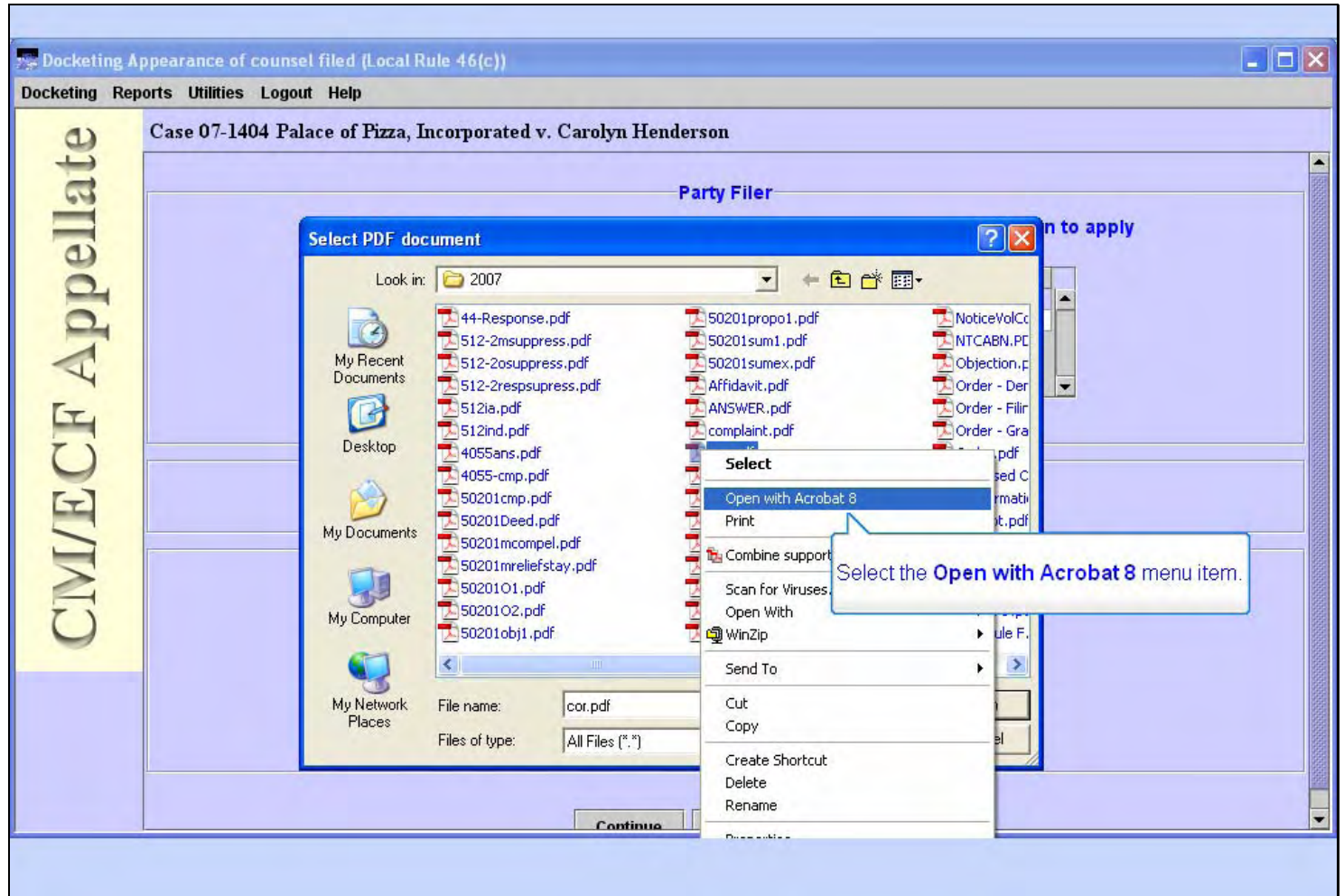
Slide 23 - Slide 23



Slide notes

Right Click the file name.

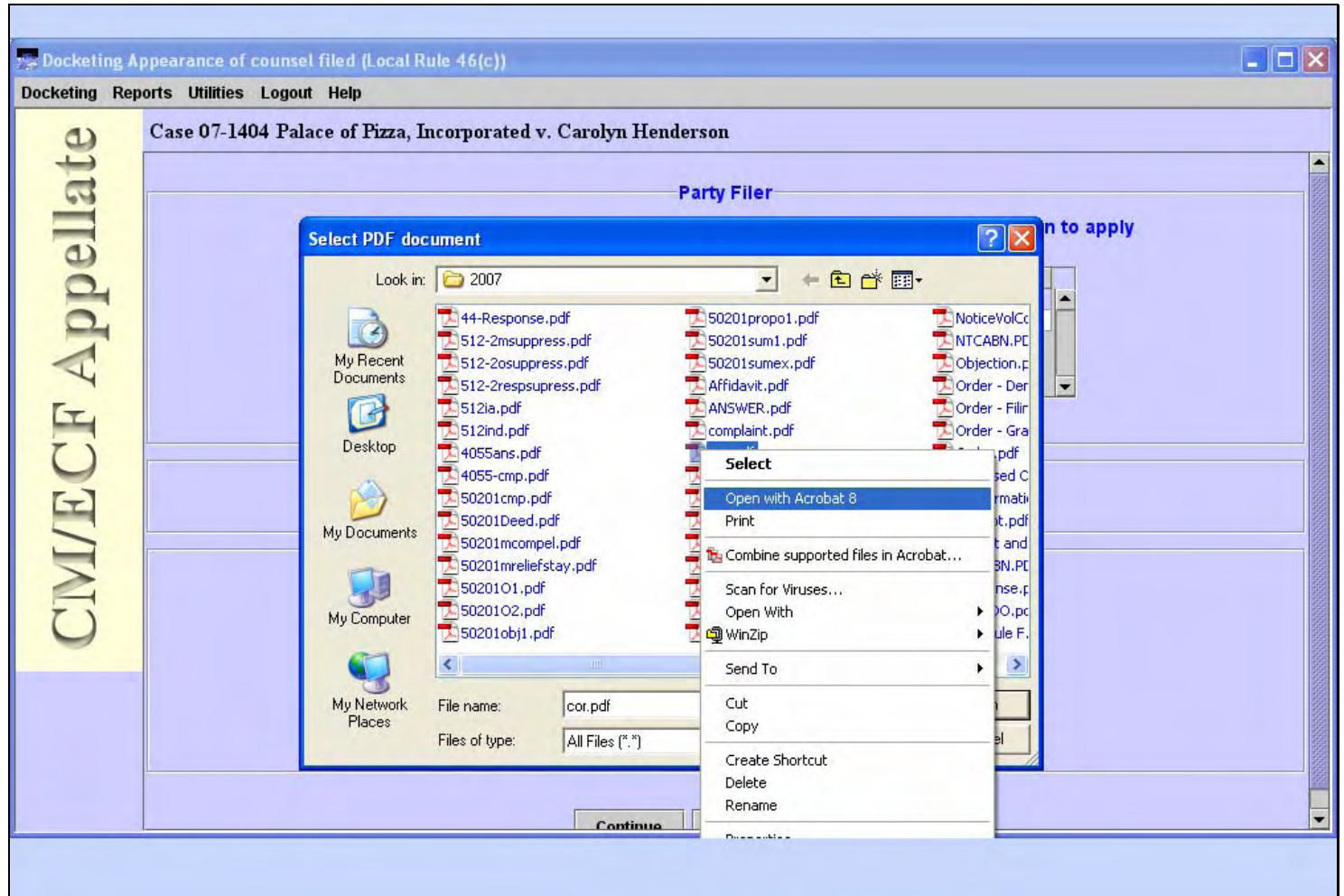
Slide 24 - Slide 24



Slide notes

Then select Open with Acrobat 8.

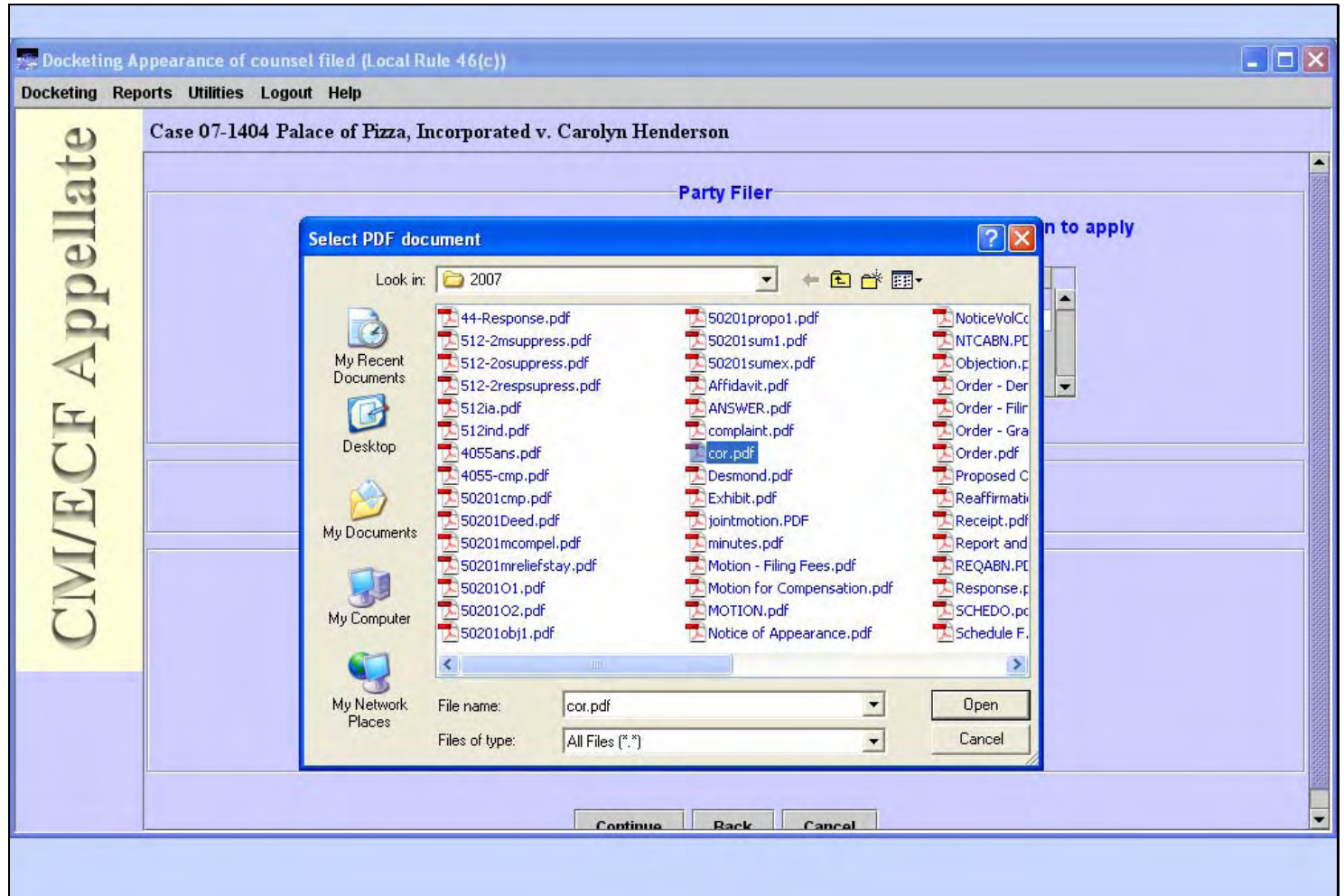
Slide 25 - Slide 25



Slide notes

(Note: This is a transition slide.)

Slide 26 - Slide 26



Slide notes

(Note: This is a transition slide.)

Slide 27 - Slide 27

The screenshot shows the Adobe Acrobat Professional interface. The title bar reads 'cor.pdf - Adobe Acrobat Professional'. The menu bar includes File, Edit, View, Document, Comments, Forms, Tools, Advanced, Window, and Help. The toolbar contains icons for Create PDF, Combine Files, Export, Start Meeting, Secure, Sign, Forms, and Review & Comment. The status bar at the bottom indicates '1 / 1' pages, a zoom level of '99.4%', and a search field. A purple banner at the top of the document area says 'Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.' and includes a 'Highlight Fields' button.

The form itself is titled 'UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT' and 'APPEARANCE OF COUNSEL FORM'. It includes a 'Click Box (282 x 451) (X:0; Y:0)' and a 'Reset Form' button. The form number is 'No. 07-1404'. The text reads: 'THE CLERK WILL ENTER MY APPEARANCE AS COUNSEL ON BEHALF OF: Carolyn Henderson as the (party name)'. Below this are checkboxes for 'appellant(s)', 'appellee(s)', 'petitioner(s)', 'respondent(s)', 'amicus curiae', and 'intervenor(s)'. There is a line for '(signature)'. At the bottom, a note states: 'If you have not been admitted to practice before the Fourth Circuit, you must complete and return an application for admission with this form. If you were admitted to practice under a different name than you are using now, you must include your former name when completing this form so that we can locate'.

Annotations on the right side of the form include a blue box saying 'Click the down arrow to scroll' and a red box saying 'Click here' pointing to the scroll bar.

Slide notes

Adobe Acrobat opens the file and displays its contents to you. Click the down arrow in the scroll bar to scroll down some.

Slide 28 - Slide 28

cor.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 1 99.4% Find

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

you are using now, you must include your former name when completing this form so that we can locate you on the attorney roll.

Click Box (282 x 45) (X:0; Y:0)

John H. Attorney	804-555-6461
Name (printed or typed)	Voice Phone
Office of the Attorney	804-555-6301
Firm Name (if applicable)	Fax Number
1010 West Main Street	
Richford, VA 23222-0000	JHAttorney@LawFirm.com
Address	E-mail address (print or type)

☐ I am not participating in this case.. Appellate counsel is:

(Name) (Phone)

REGISTRATION FOR E-MAIL NOTICING SYSTEM (FENS)

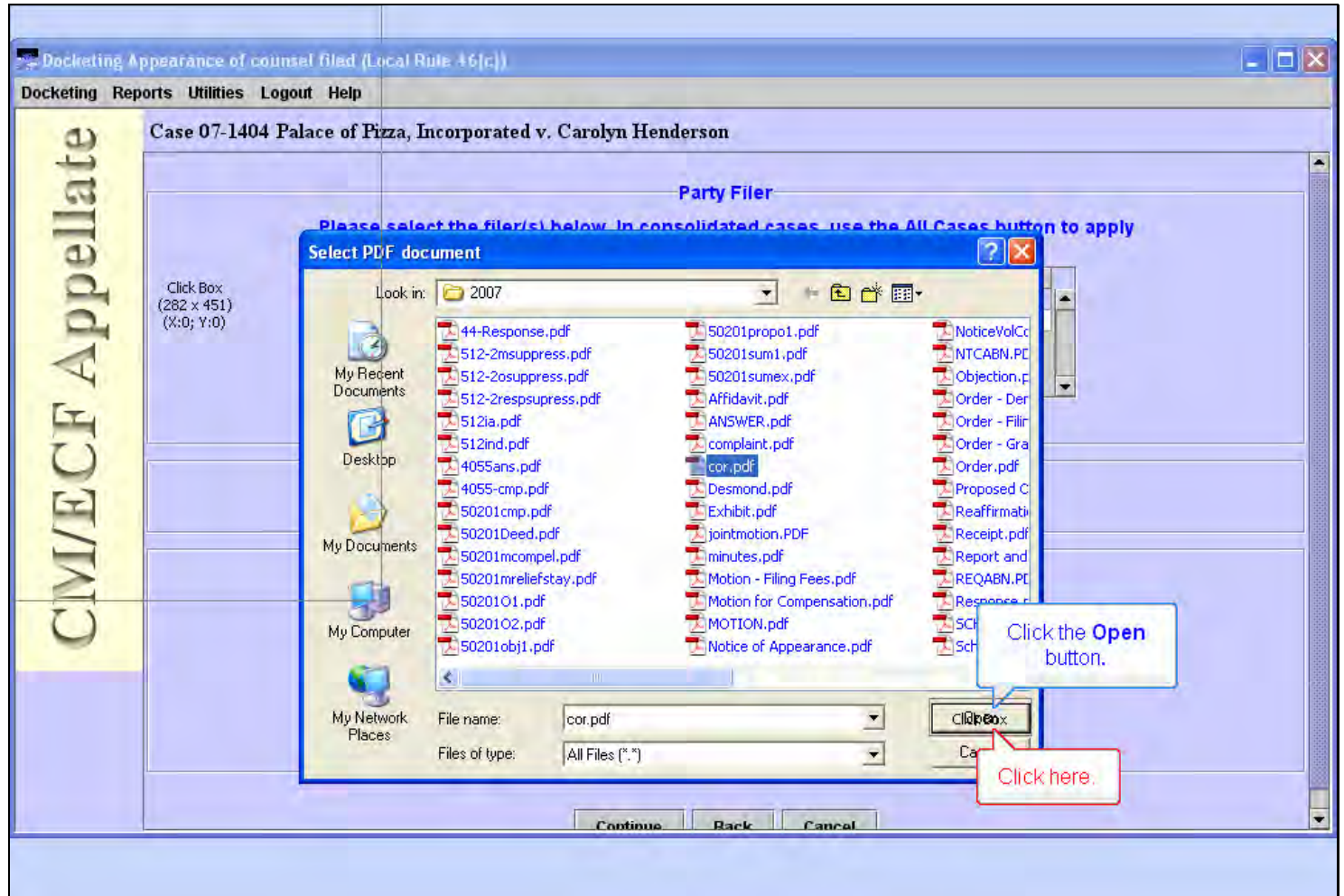
You may register here to receive Court orders, opinions, and notices by e-mail, rather than U.S. Mail. For complete information on the FENS System, go to: <http://www.ca4.uscourts.gov/pdf/fensnoticeallcases.pdf>

Close window Click here the X.

Slide notes

After you have verified that this is the correct document, you may close the Acrobat window by clicking its close button.

Slide 29 - Slide 29



Slide notes

Now that we know this is the correct appearance form, click the Open button.

Slide 30 - Slide 30

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Name of Attorney:
John H. Attorney

PDF Document

Document: C:\CM/ECF\2007\cor.pdf Browse...

Add Another

Continue Back Cancel

Click the down arrow to scroll
Click here

Slide notes

CM/ECF fills in the path and file name of the document you are filing. If you had other documents, such as attachments, you could click the Add Another button and repeat the process for each PDF file.

Click the down arrow to scroll down a bit.

Slide 31 - Slide 31

Click Box
(282 x 451)
(X:0; Y:0)

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Name of Attorney:
John H. Attorney

PDF Document

Document: C:\CMECF\2007\cor.pdf Browse...

Add Another

Click the Continue button.

Click here

Continue Back Cancel

Slide notes

At the bottom of the screen are three buttons. You would click Continue to continue with this event, or click Back to back up to the previous screen in this event, or Cancel to cancel this transaction altogether. For this lesson, click the Continue button.

Slide 32 - Slide 32

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Name of Attorney:
John H. Attorney

PDF Document

Document: C:\CMECF\2007\cor.pdf Browse...

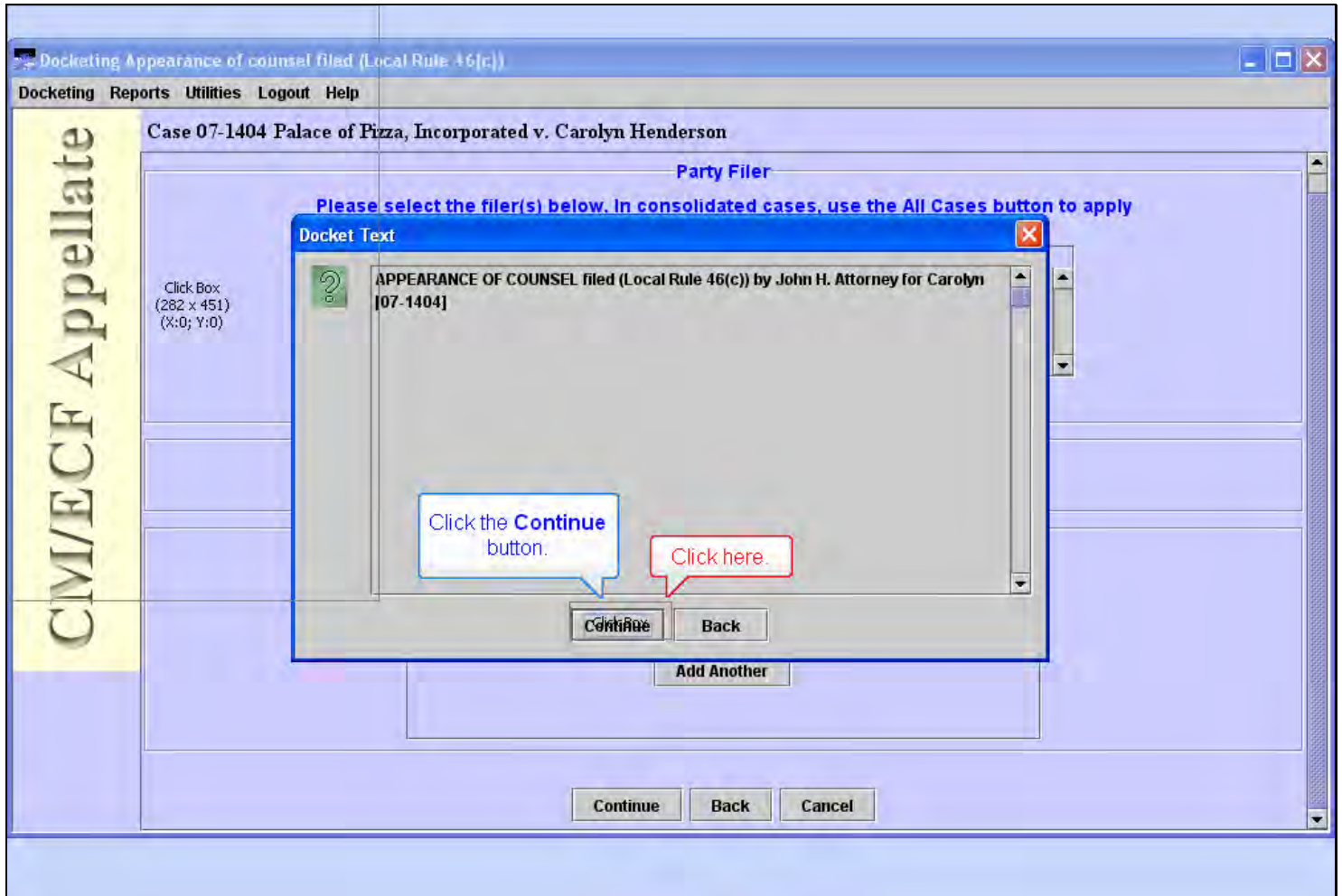
Add Another

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 33 - Slide 33



Slide notes

CM/ECF builds a docket entry as you go through the screens to file your document. This screen shows you the docket text it has created based on your inputs so far. If anything looks incorrect at this point, you should click the Back button to back up and correct any entries.

We will assume everything is correct, so click the Continue button.

Slide 34 - Submit Docket Entry

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Click Box (282 x 451) (X:0; Y:0)

Event Review

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.

APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson. [07-1404]

Click the Submit button.

Click here.

Submit Back

Document: C:\CIV/ECF\2007\ecf\pal... Browse...

Add Another

Continue Back Cancel

CIV/ECF Appellate

Slide notes

This is the "point of no return". As the message indicates, once you click the Submit button on this screen, your transaction is then submitted to the court. You will have no further opportunity to back up and change anything. So be sure the text says what it should say.

Click Submit.

Slide 35 - Slide 35

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Name of Attorney:
John H. Attorney

PDF Document

Document: C:\CMECF\2007\cor.pdf Browse...

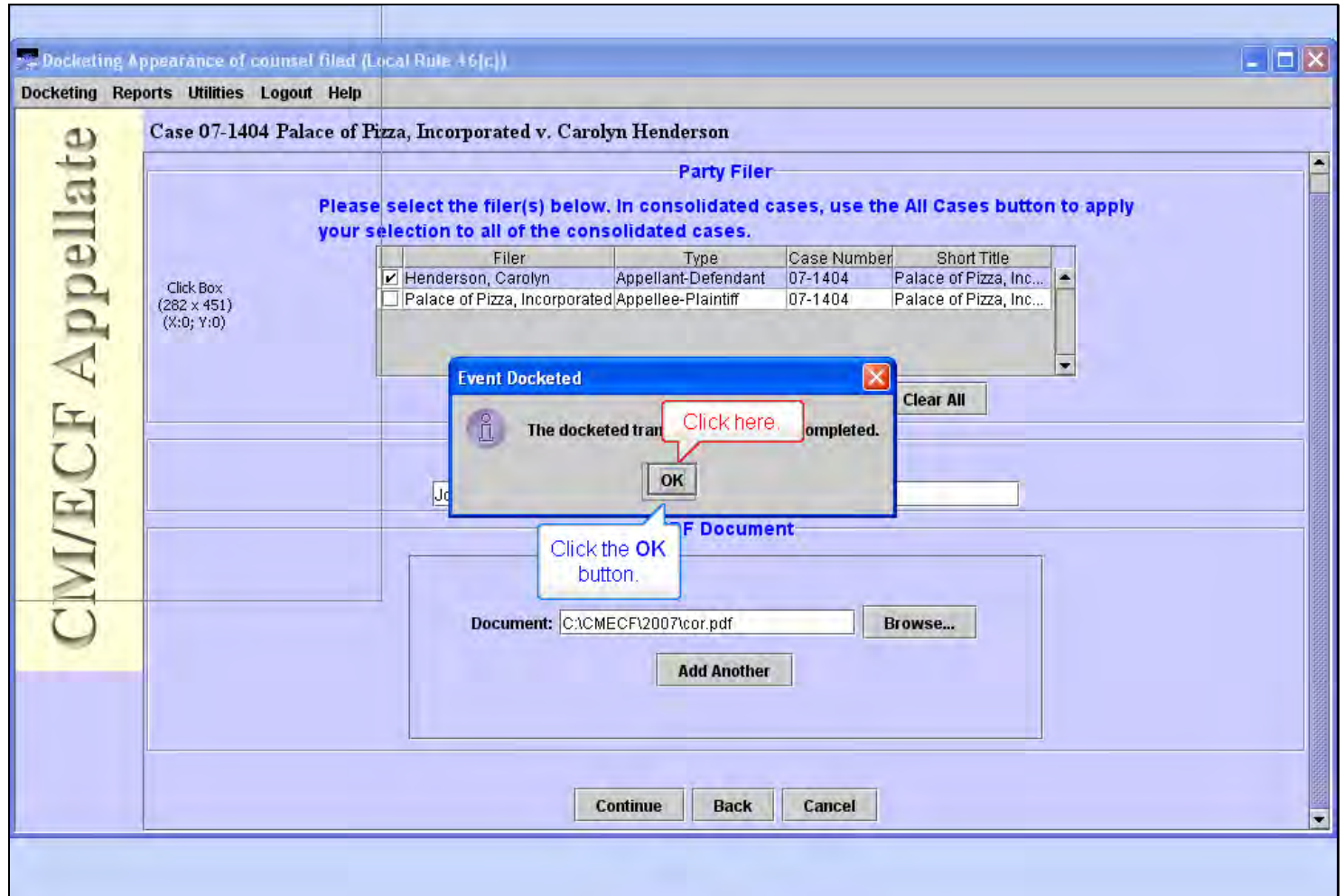
Add Another

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 36 - Slide 36



Slide notes

Once the CM/ECF server has received your transaction, you will see this dialog box indicating the docketed transaction has been completed. Click the OK button.

Slide 37 - Slide 37

Docketing Appearance of counsel filed (Local Rule 46(c))

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Name of Attorney:
John H. Attorney

PDF Document

Document: C:\CMECF\2007\cor.pdf Browse...

Add Another

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 38 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

Click here.

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Click Box
(282 x 451)
(X:0; Y:0)

Notice of Docket Activity

The following transaction was filed on 10/23/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

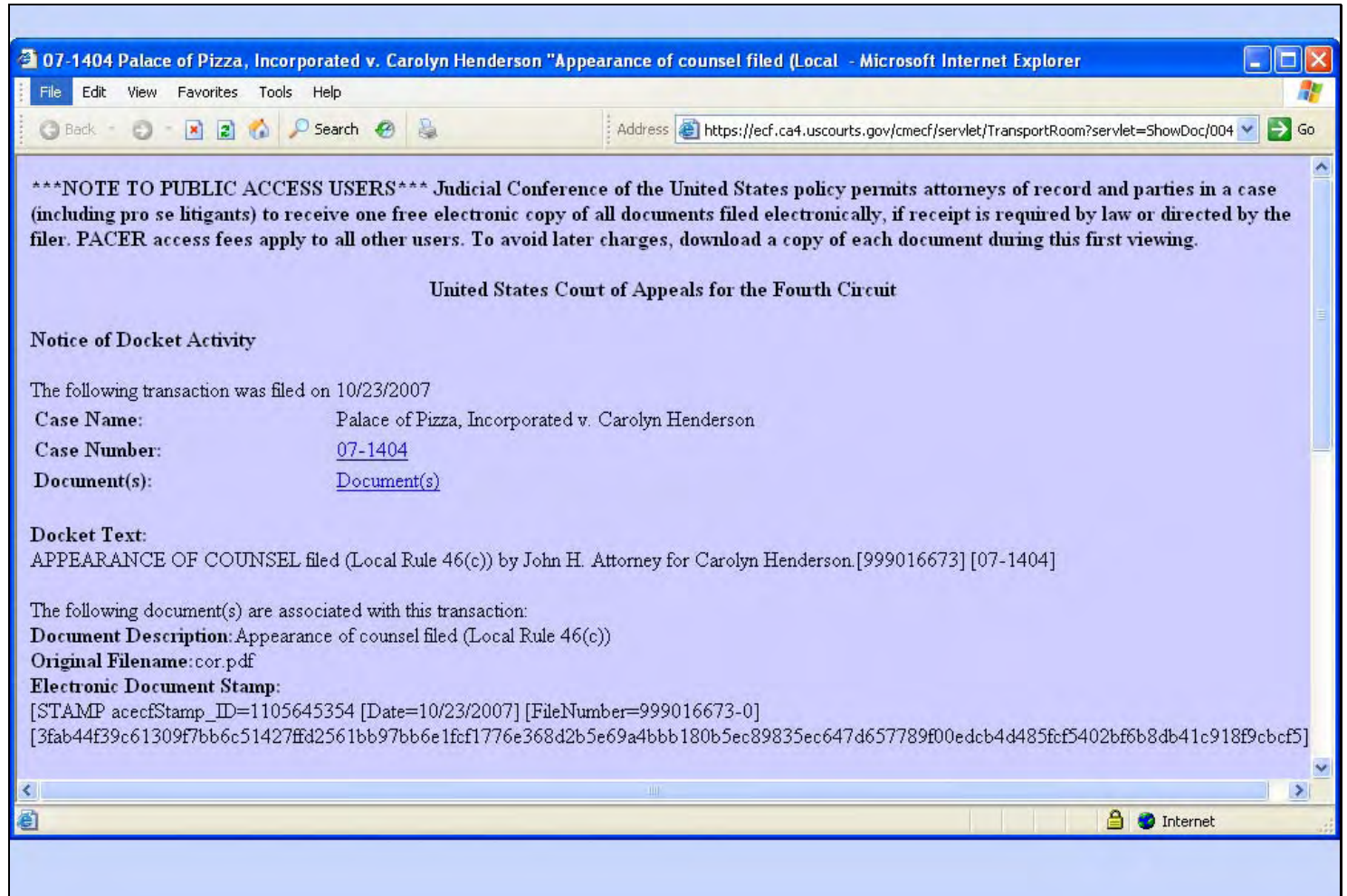
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]
[3fab44f39c61309f7bb6c51427ff8d2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

Internet

Slide notes

The CM/ECF computer returns to you a Notice of Docket Activity, often called an NDA. This is your proof that the transaction was accepted by the court. It's a good practice to save a copy of this notice on your computer. To do that, click File in your browser's menu.

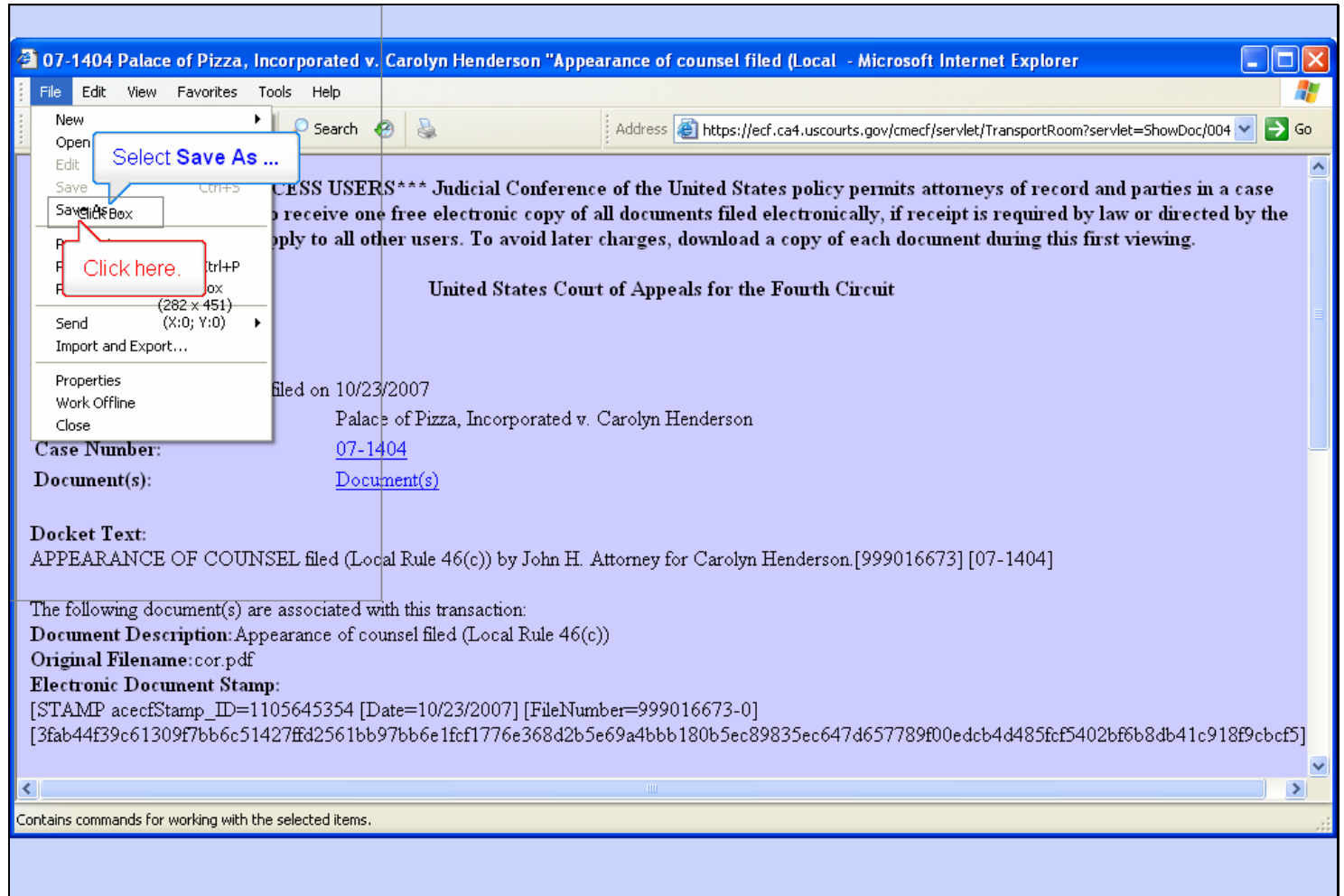
Slide 39 - Slide 39



Slide notes

(Note: This is a transition slide.)

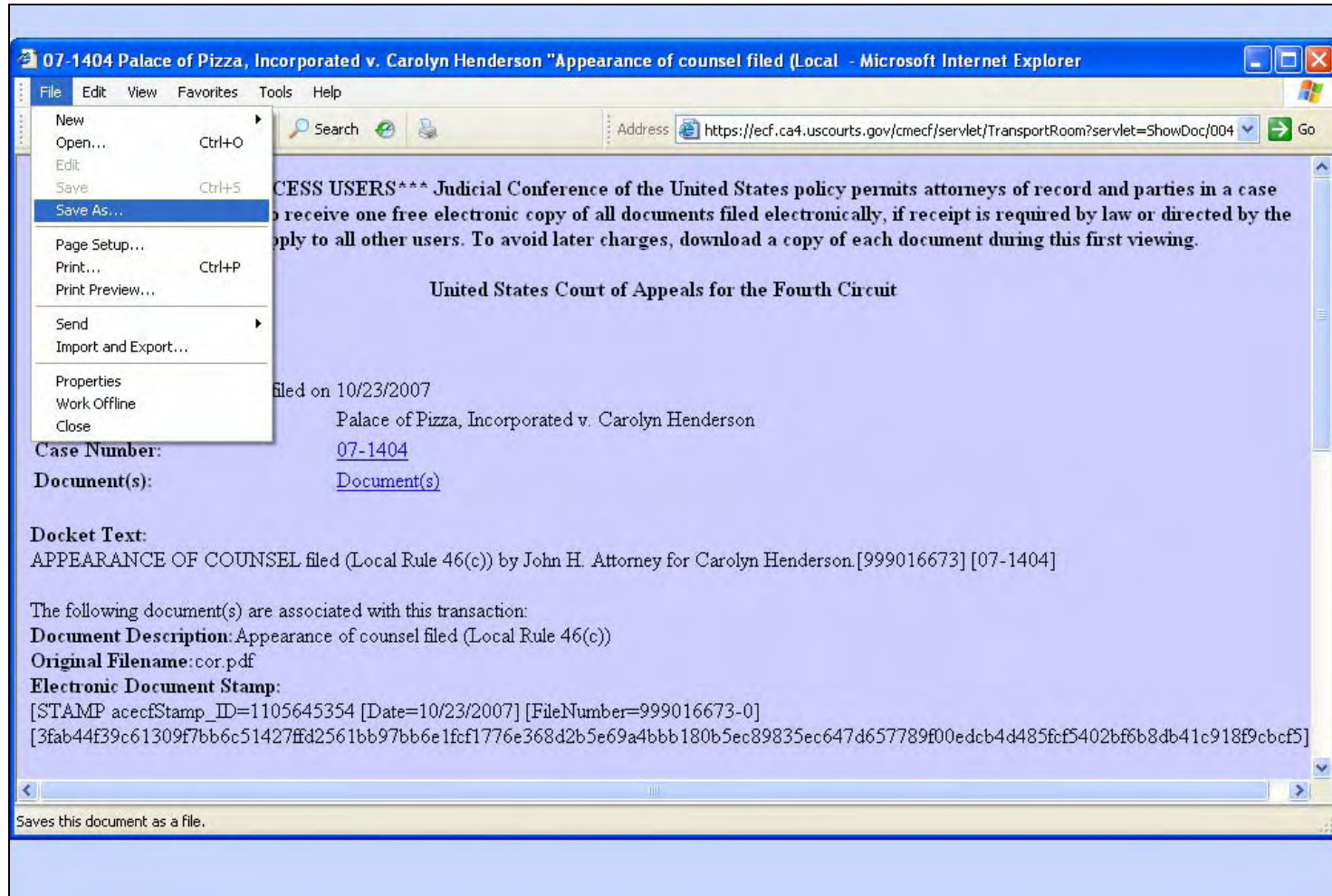
Slide 40 - Slide 40



Slide notes

From the drop-down menu, click Save As ...

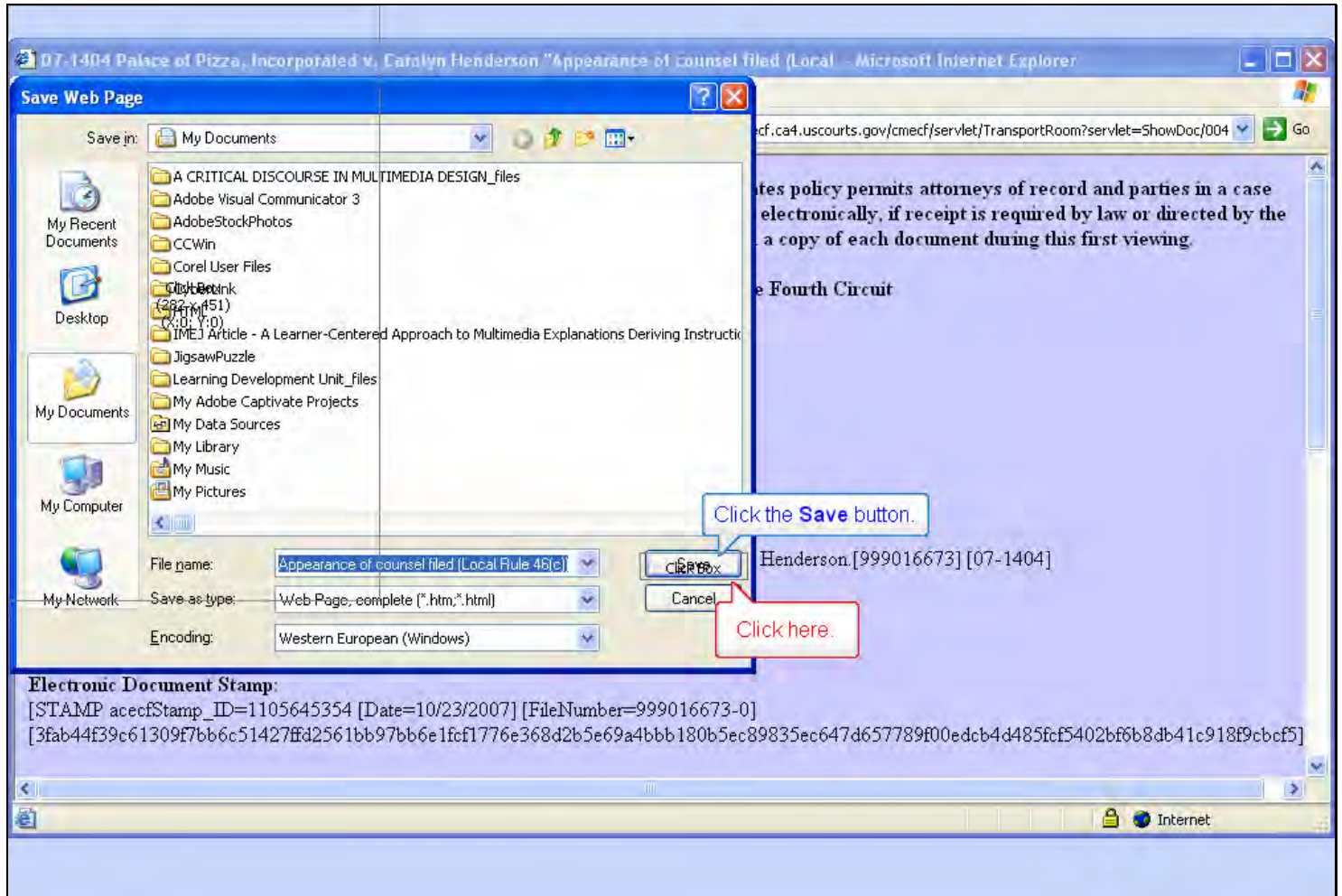
Slide 41 - Slide 41



Slide notes

(Note: This is a transition slide.)

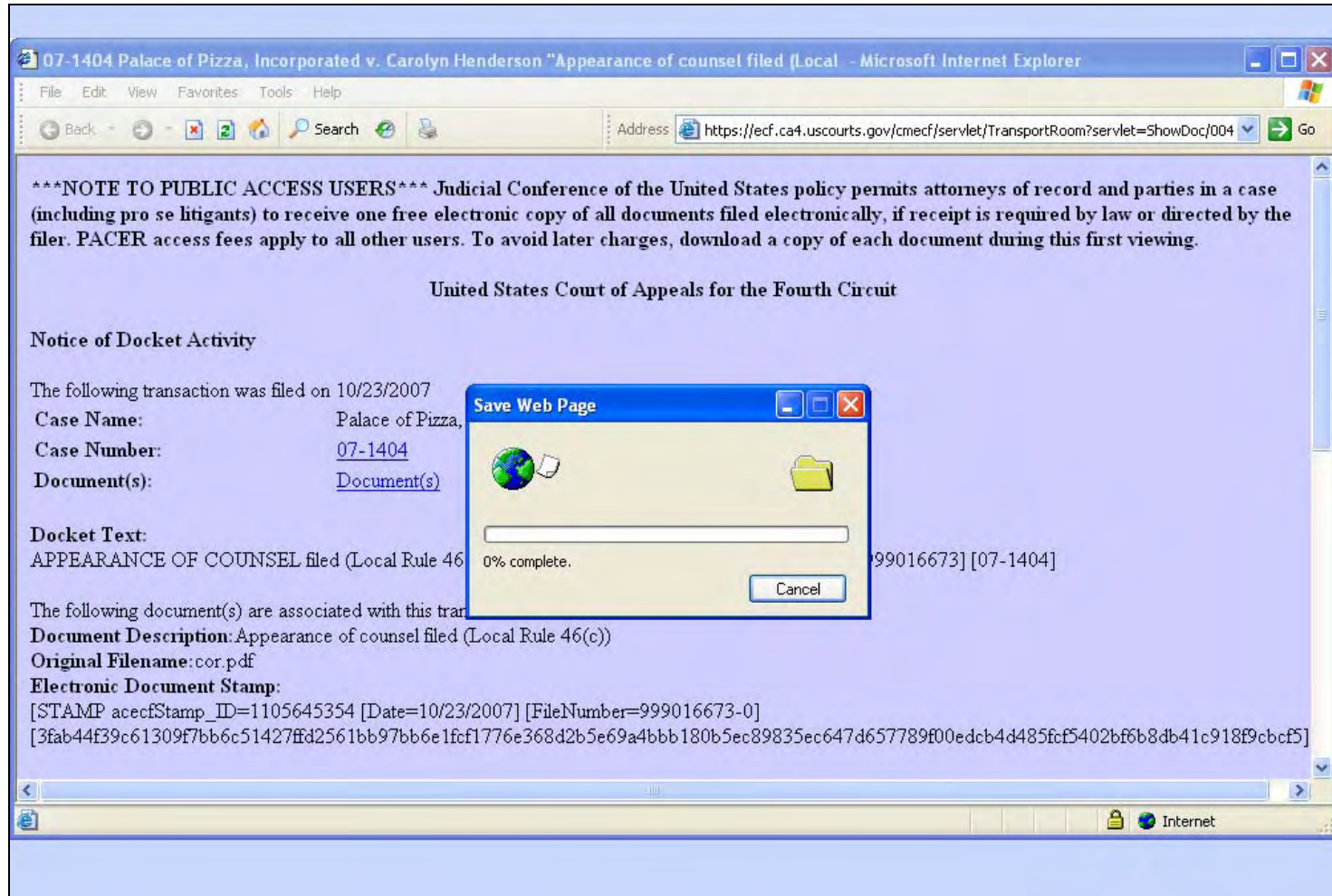
Slide 42 - Slide 42



Slide notes

CM/ECF fills in the file name for you. You can change it if you want. Also, in this example our file will be saved in the My Documents folder, but you can change the Save in folder also if you want. We'll leave everything as is. Click the Save button.

Slide 43 - Slide 43



Slide notes

(Note: This is a transition slide.)

Slide 44 - Slide 44

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

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Click Box
(282 x 451)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/23/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: 07-1404

Document(s): [Document\(s\)](#)

Docket Text:
APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]
[3fab44f39c61309f7bb6c51427fd2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402b6b68d641c91e12c0c]

Click the down arrow to scroll down

Click here

Slide notes

Now that we have saved a copy of the NDA, let's take a closer look at it.

The notice includes the case name and the case number. The case number is a hyperlink to the docket report for this case. We'll look at the docket report in just a moment.

The notice also includes a hyperlink to the document or documents that were submitted with this docket entry. In this case it would be a hyperlink to the appearance of counsel form we just submitted.

The notice includes the docket text that was created by our filing, along with information about the document that was submitted.

To see the rest of the notice, click the down arrow in the scroll bar.

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer)

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

[STAMP acecfStamp_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]
[3fab44f39c61309f7bb6c51427ffd2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

Notice will be electronically mailed to:

Attorney, John H. Click, Attorney: Suzanne_Ruble@ca4.uscourts.gov, Beth_Walton@ca4.uscourts.gov

Notice will be mailed to:

Jones, Robert Jerry, Jr.
BOGUS ADDRESS
111 No Address Street
Richmond, VA 23219

Jamison, James P., III
Law Offices of James P. Jamison
1100 East Main Street
Plumsville, VA 23219

Smithback, Jonas P.
BOGUS ADDRESS
111 No Address Street
Richmond, VA 23219

The following information is for the use of court personnel:

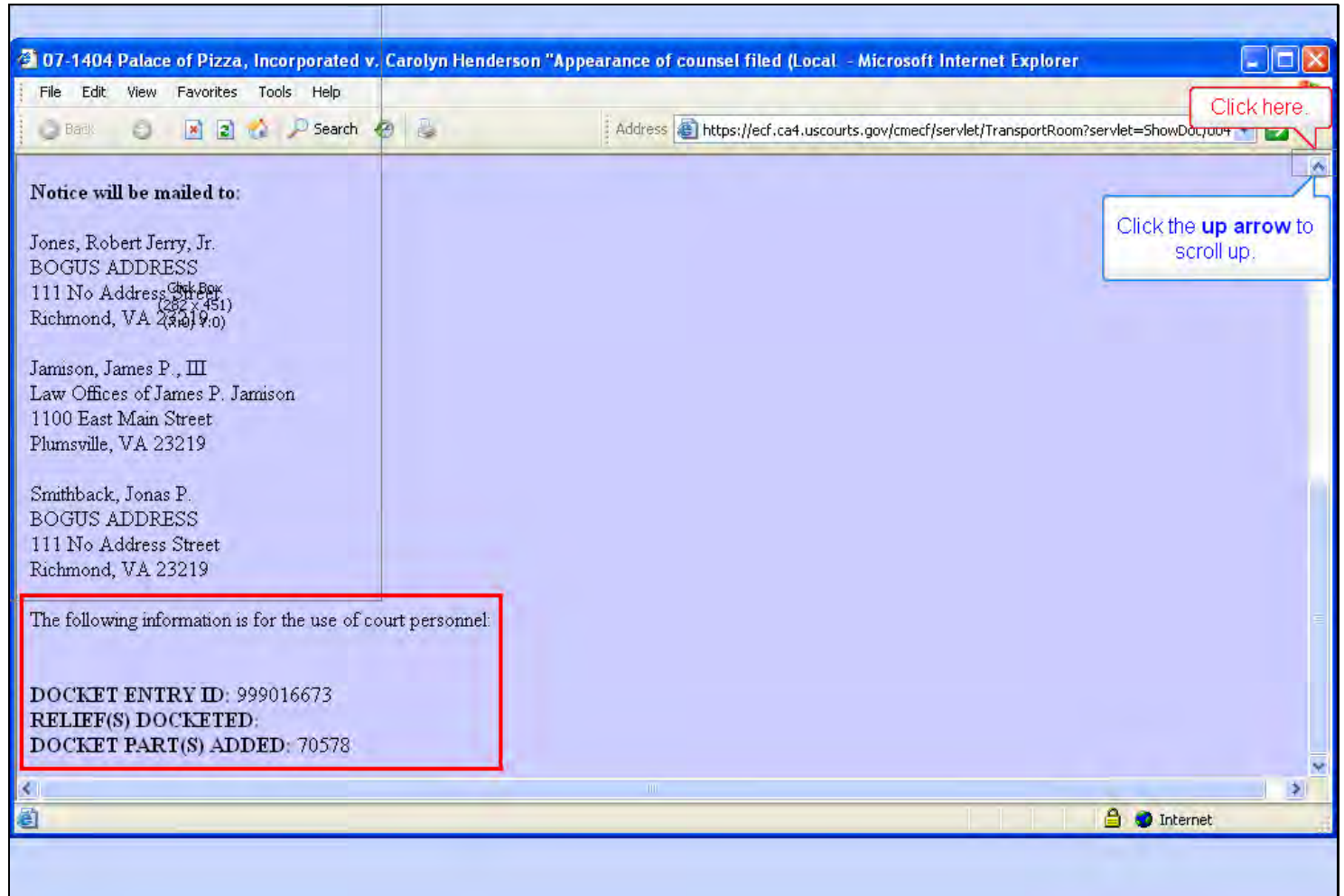
Click the **down arrow** to s Click here.

Internet

The bottom part of the notice indicates service information. First, it indicates who will receive notice electronically by E-mail. Then it indicates who will need to be noticed by normal mail.

Page 46 of 60

Slide 46 - Slide 46

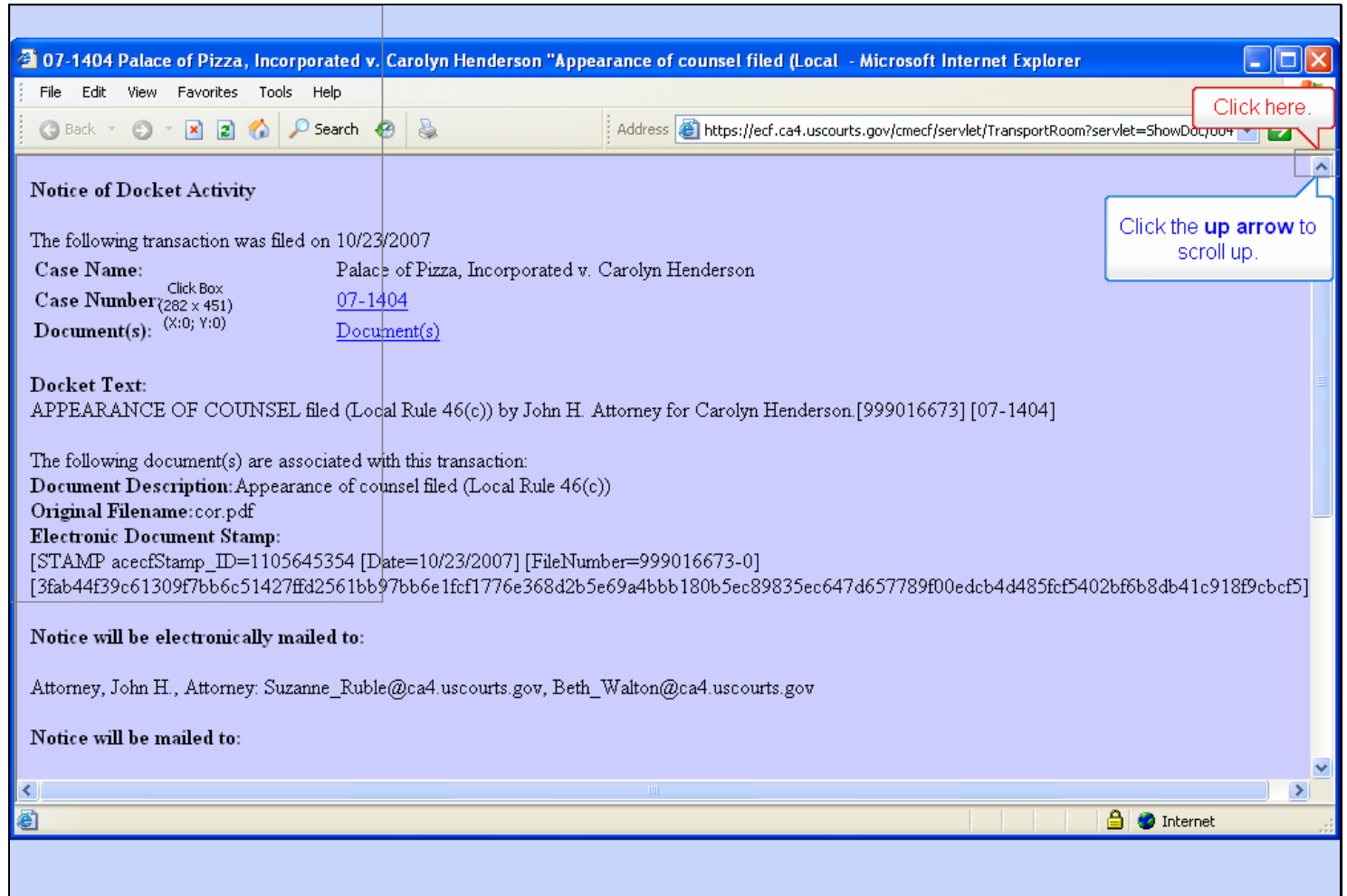


Slide notes

The information at the bottom of the notice is for court personnel.

Click the up arrow to scroll back to the top of the notice.

Slide 47 - Slide 47



Slide notes

Scroll up just a bit more.

Slide 48 - View Docket Report

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

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Click Box
(282 x 451)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction(s) are associated with this case:

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

Electronic Document Stamp:

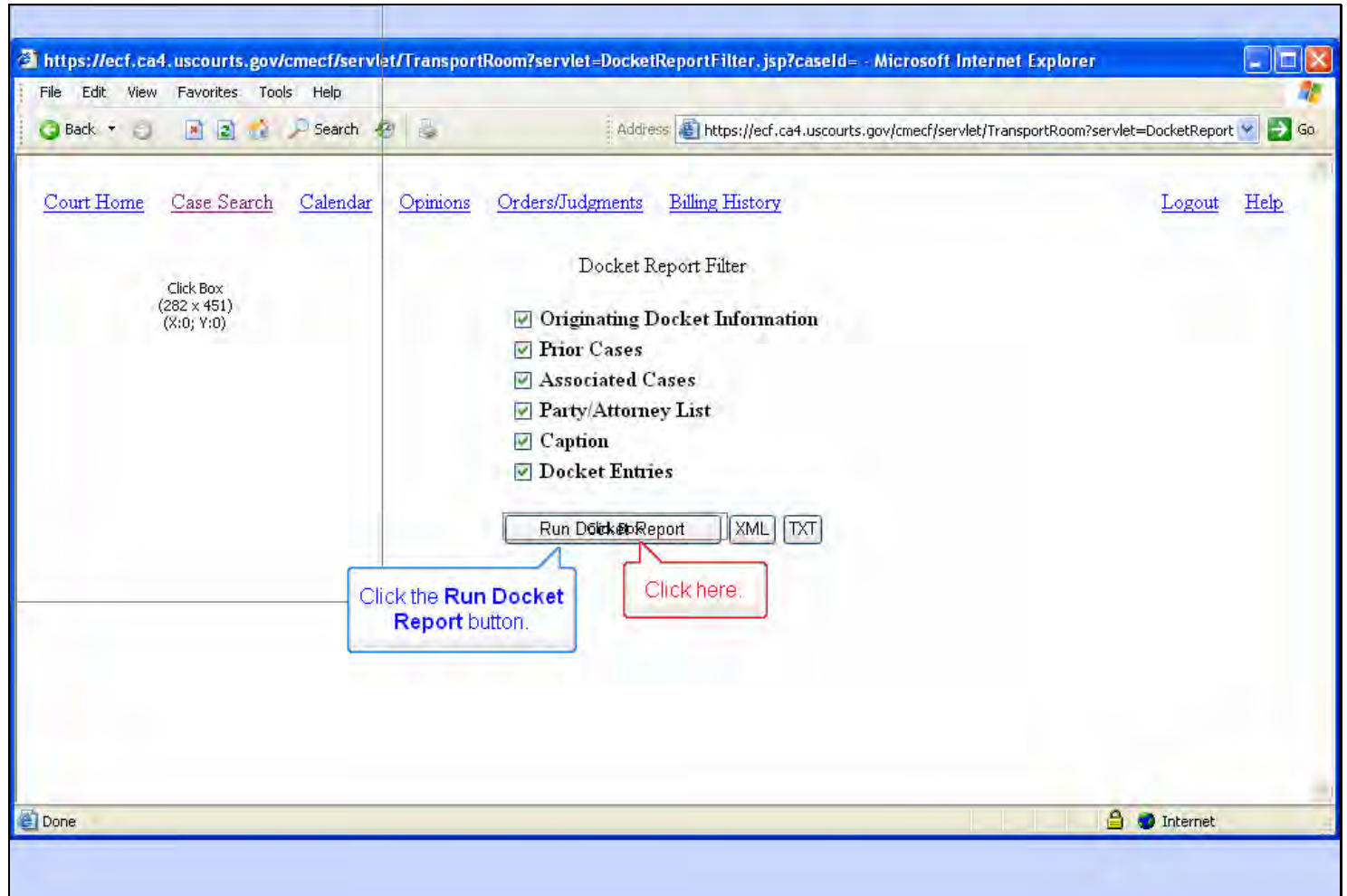
[STAMP acecfStamp_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]
[3fab44f39c61309f7bb6c51427ff8d2561bb97bb6e1fcf1776e368d2b5e69a4bbb180b5ec89835ec647d657789f00edcb4d485fcf5402bf6b8db41c918f9cbcf5]

Internet

Slide notes

Remember the case number is a hyperlink to the docket report for this case. Let's see how that works. Click the case number hyperlink.

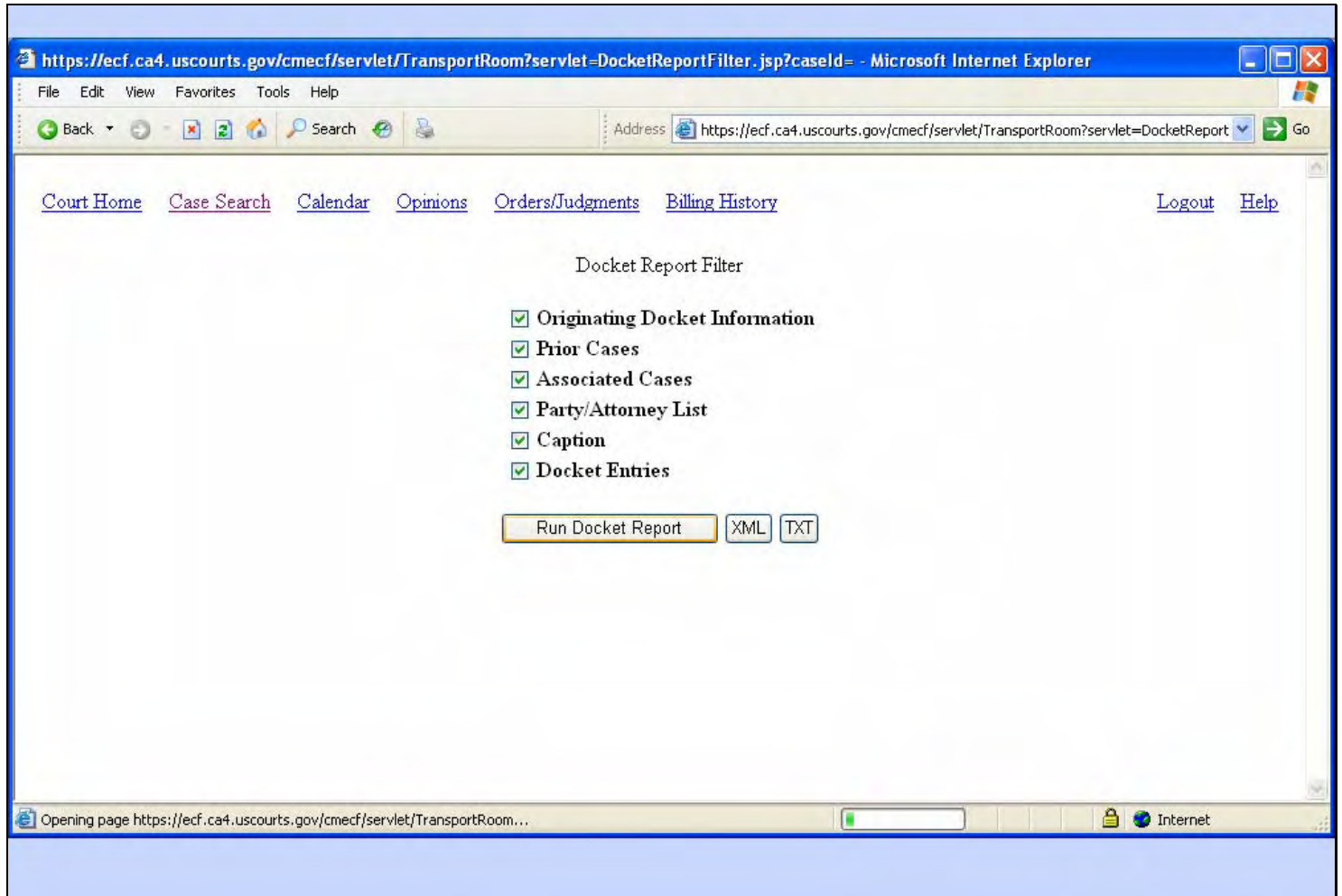
Slide 49 - Slide 49



Slide notes

CM/ECF offers you some choices about what to include or exclude from the docket report. Everything is selected by default. You would click the check box to de-select any item you don't want to include. We'll leave them all checked. Click the Run Docket Report button.

Slide 50 - Slide 50



Slide notes

(Note: This is a transition slide.)

Slide 51 - Slide 51

07-1404 Docket - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom> Go

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Billing History](#) [XML](#) [TXT](#) [Logout](#) [Help](#)

General Docket
United States Court of Appeals for the Fourth Circuit

Click Box
(282 x 451)
(X:0; Y:0)

Court of Appeals Docket #: 07-1404 **Docketed:** 04/19/2007

Nature of Suit: 3190 Other Contract Actions
Palace of Pizza, Incorporated v. Carolyn Henderson
Appeal From: United States District Court for the Eastern District of North Carolina at Raleigh

Case Type Information:

- 1) Civil Private
- 2) private
- 3) null

Originating Court Information:

District: 0417-5:4:06-cv-0056-CRT
Court Reporter: Janet Leggett, Contract Court Reporter
Court Reporter: Elizabeth Leonard, Official Court Reporter (Inactive)
Presiding Judge: W. Earl Britt, Senior U. S. District Court Judge
Date Filed: 01/04/2006
Date Order/Judgment: 11/05/2006 **Date Order/Judgment EOD:** 11/05/2006 **Date NOA Filed:** 11/07/2006

Prior Cases:

Done Internet

Instructions: Type **CTRL+End** to jump to the end of the report. Try **CTRL-End** again.

Slide notes

And the docket report is displayed.

Since the docket report is in chronological order, the docket entry we just submitted for the appearance of counsel form will be at the end of the report. To jump directly to the end of the report, you can use CTRL+End. This means to hold down the CTRL key on your keyboard, then tap the End key.

Slide 52 - Slide 52

07-1404 Docket - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom>

05/21/2007 76 NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion for rehearing, motion for rehearing.

05/21/2007 77 RULE 5 NOTICE issued to Appellee Palace of Pizza, Incorporated requesting response to petition.

05/22/2007 78 MOTION filed by Appellant Carolyn Henderson to extend filing time for opening brief until 05/22/2007 Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? N. Did opposing counsel consent to granting of motion? N. Date of service: 05/22/2007 [999001986]

05/22/2007 79 ORDER filed [999001987] granting motion to extend filing time [999001986-2] Copies to all parties... Copies to all parties.

05/23/2007 80 PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/23/2007 81 PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/24/2007 82 DOCKETING NOTICE issued. Initial forms due within 14 days.

10/23/2007 83 APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by Robert Jerry Jones Jr. for Palace of Pizza, Incorporated. [999016672][07-1404]

10/23/2007 84 APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson. [999016673] [07-1404]

PACER Service Center

Transaction Receipt

10/23/2007 16:34:39

PACER Login:	atl878	Client Code:	Henderson
Description:	Docket Report (filtered)	Search Criteria:	07-1404
Billable Pages:	6	Cost:	0.48

Close Report by clicking here.

Slide notes

And now we're at the end of the report for our practice case. (Since this is a practice case the docket entries don't always make sense). The appearance of counsel form we just submitted is the last docket entry.

Notice also at the bottom of the report is a PACER Service Center Transaction Receipt, indicating the costs involved.

Like the Notice of Docket Activity, you could save or print of copy of this docket report if desired.

Close the docket report by clicking its close button.

Slide 53 - Slide 53

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Appearance of counsel filed (Local - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?se>

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Click Box
(282 x 451)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/23/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

The following document(s) are associated with this transaction:

Document Description: Appearance of counsel filed (Local Rule 46(c))

Original Filename: cor.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/23/2007] [FileNumber=999016673-0]
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Close Docket clicking its X.

Slide notes

And now close the NDA by clicking its close button.

Slide 54 - Logout

Docketing Please Select

Docketing Reports Utilities **Logout** Help

CM/ECF Appellate

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box: (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
 - ☐ Appearance of counsel filed (Local Rule 46(c))
 - ☐ Appearance of qualified law student filed [Local Rule 46(a)]
 - ☐ Appendix designations served
 - ☐ Certificate of compliance with type-volume limitations filed
 - ☐ Certificate of confidentiality filed
 - ☐ Certificate of service filed
 - ☐ Certificate of service of Anders brief filed
 - ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

And we're back to the Event Selection screen. If you had another document to file you could do so. We'll assume we're done.

You should remember to log out when you're done. To do so, click Logout in the CM/ECF main menu.

Slide 55 - Slide 55

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 **Logout CM/ECF** a, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

Now click Logout CM/ECF.

Slide 56 - Slide 56

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

Click Box (282 x 451) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Partial

Next select an event:

- ☒ Please Select
- ☐ Local Rule 46(c)
- ☐ Local Rule 46(a)
- ☐ Type-volume limitations filed
- ☐ Filed
- ☐ Of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

Confirm you want to log out by clicking the Yes button.

Slide 57 - Slide 57

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/23/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

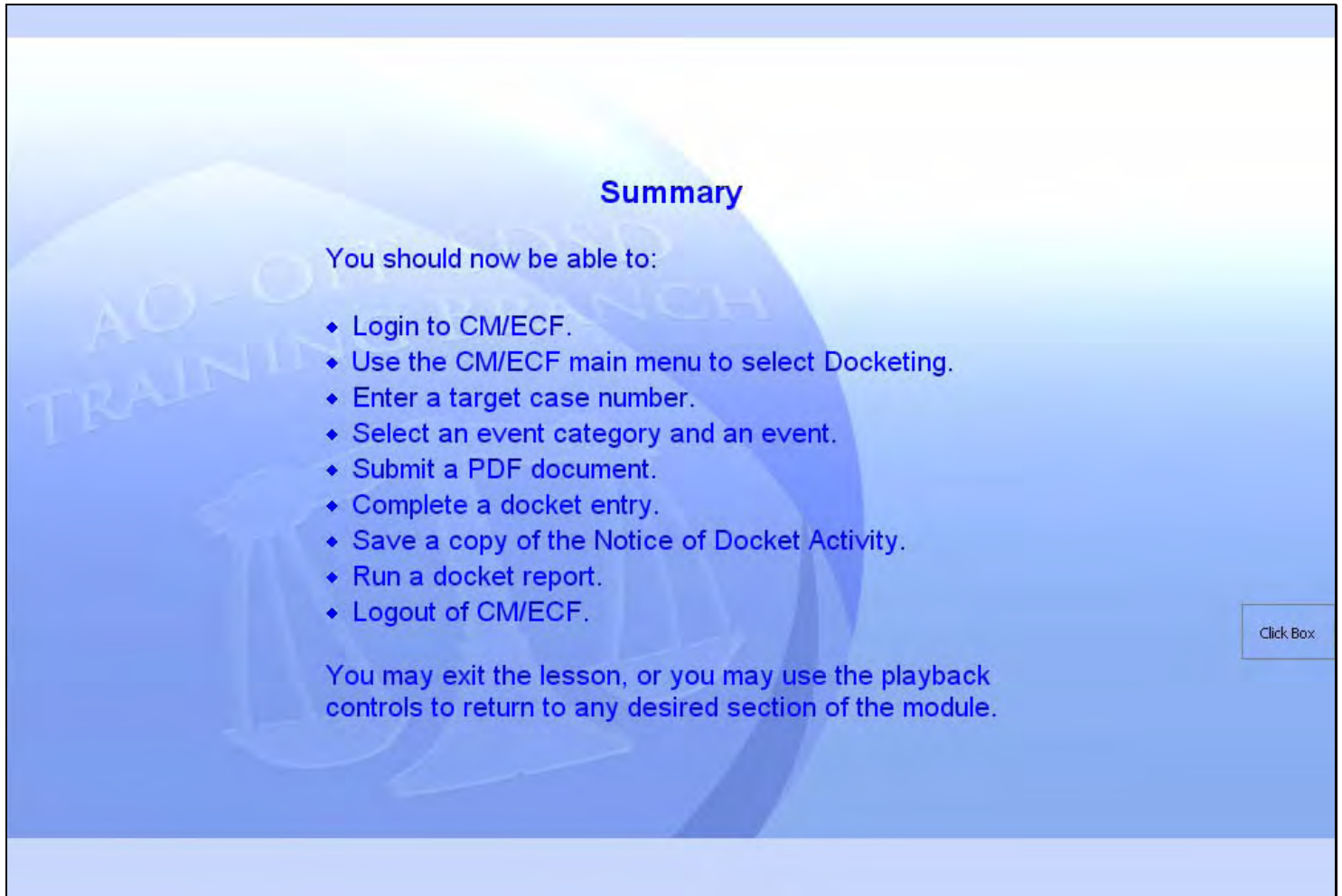
Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

(Note: This is a transition slide.)

Slide 58 - Summary

The slide has a light blue background with a faint watermark of a scale of justice and the text 'AO-COUNSEL TRAINING'. The title 'Summary' is in bold blue text. Below it, the text 'You should now be able to:' is followed by a bulleted list of eight tasks. At the bottom, a paragraph states that the user may exit the lesson or use playback controls. A small 'Click Box' button is on the right.

Summary

You should now be able to:

- ◆ Login to CM/ECF.
- ◆ Use the CM/ECF main menu to select Docketing.
- ◆ Enter a target case number.
- ◆ Select an event category and an event.
- ◆ Submit a PDF document.
- ◆ Complete a docket entry.
- ◆ Save a copy of the Notice of Docket Activity.
- ◆ Run a docket report.
- ◆ Logout of CM/ECF.

You may exit the lesson, or you may use the playback controls to return to any desired section of the module.

Click Box

Slide notes

This concludes the lesson on filing an Appearance of Counsel form. Before we go, let's summarize. You should now be able to do the things in this list. You may exit the lesson, or you may use the playback controls to return to any desired section of the module.

Slide 59 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Filing a Brief	Animation
	

Slide notes

Welcome to the lesson on Filing a Brief.

Slide 2 - Navigation

In order to closely simulate the CM/ECF system, you will be required to follow that mimic the actual software. The lesson contains instructions for you to follow through the lesson.

You may also use the playback controls to pause, stop, go forward or back and you may rewind to the beginning of the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter **i** near the upper right corner for lesson module version information.

To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

Electronic Learning Module Version 1.0
Captivate Version 3.0
CM/ECF Version 2
Production Information:
Produced by: AO-OIT-SDSD-Training Branch
Contact Information:
<http://www.ca4.uscourts.gov/>
December 5, 2007

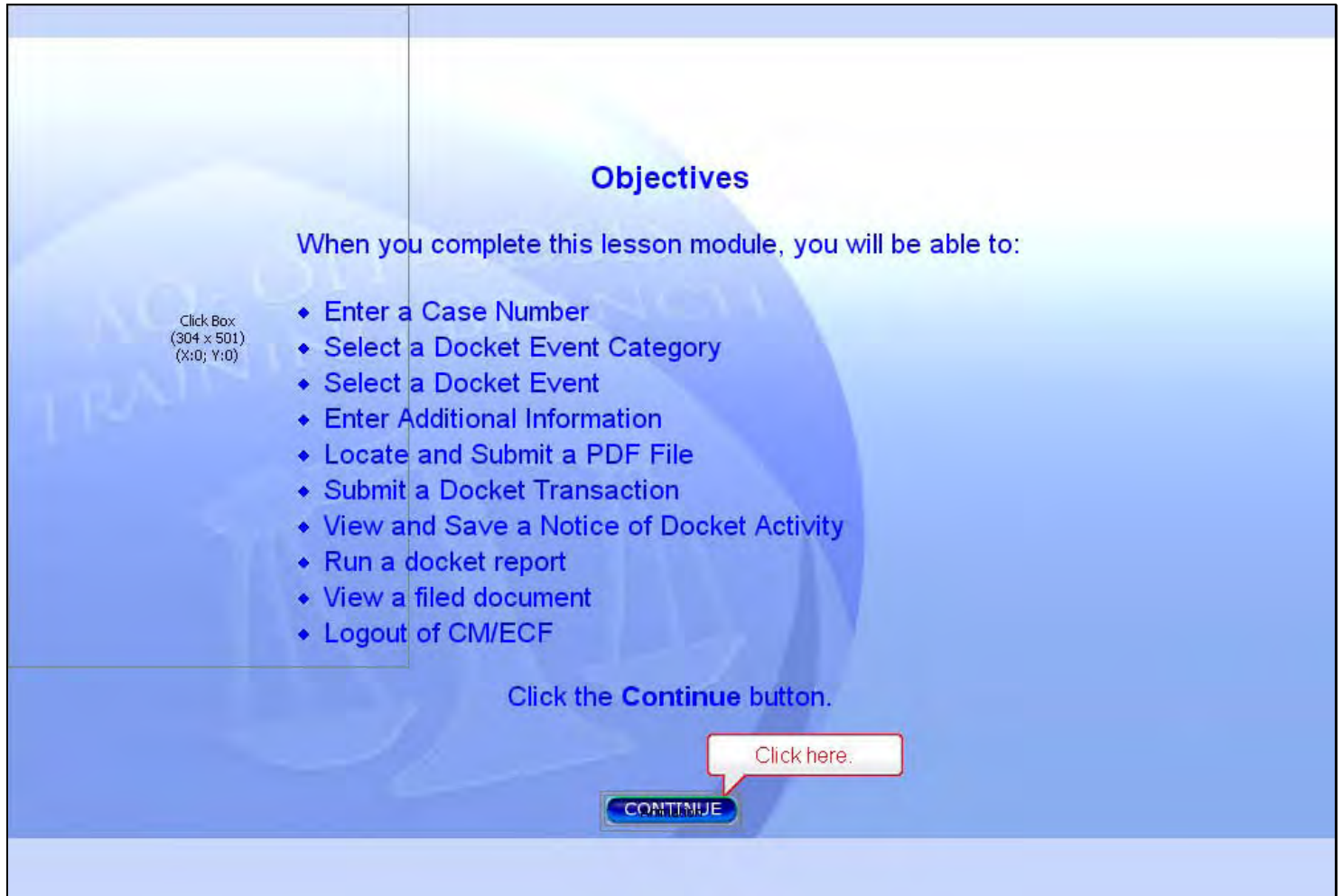
Click here.

START

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

The slide has a light blue background with a faint circular seal in the center. The seal contains the text 'NATIONAL JUDICIAL TRAINING CENTER'. The title 'Objectives' is centered at the top in a bold, dark blue font. Below the title, the text 'When you complete this lesson module, you will be able to:' is centered. A list of ten objectives follows, each preceded by a blue diamond bullet point. A small text box on the left side of the slide reads 'Click Box (304 x 501) (X:0; Y:0)'. At the bottom center, there is a blue button with the word 'CONTINUE' in white. A red speech bubble with the text 'Click here.' points to the 'CONTINUE' button. The text 'Click the Continue button.' is centered above the button.

Objectives

When you complete this lesson module, you will be able to:

- ♦ Enter a Case Number
- ♦ Select a Docket Event Category
- ♦ Select a Docket Event
- ♦ Enter Additional Information
- ♦ Locate and Submit a PDF File
- ♦ Submit a Docket Transaction
- ♦ View and Save a Notice of Docket Activity
- ♦ Run a docket report
- ♦ View a filed document
- ♦ Logout of CM/ECF

Click the **Continue** button.

Click here.

CONTINUE

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Startup Page



Slide notes

To begin filing your opening brief, click Docketing in the CM/ECF menu.

Slide 5 - Slide 5



Slide notes

Now click Docketing again.

Slide 6 - Slide 6



Slide notes

(Note: This is a transitional slide.)

Slide 7 - Event Selection

Docketing Please Select

Docketing Reports Utilities Logout Help

CMI/ECF Appellate

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select an event:

- ☒ Forms, Notices & Other Filings
 - ☐ Motions, Responses & Replies
 - ☐ Briefing Documents
 - ☐ Argument Notices & Acknowledgments
 - ☐ Judgments
 - ☐ Rehearing Petitions & Answers
 - ☐ Bills of Cost & Objections
 - ☐ Other, Sealed & Paper Filings
- ☒ Please Select
 - ☐ Appearance of counsel filed (Local Rule 46(c))
 - ☐ Appearance of qualified law student filed [Local Rule 46(a)]
 - ☐ Appendix designations served
 - ☐ Certificate of compliance with type-volume limitations filed
 - ☐ Certificate of confidentiality filed
 - ☐ Certificate of service filed
 - ☐ Certificate of service of Anders brief filed
 - ☐ Change of address notice filed

Next select an event:

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

Enter case number 07-1404, then press the TAB key.

Try your case number again, then press the TAB key.

Slide notes

In the Case field, enter case number 07-1404, then press the TAB key.

Slide 8 - Slide 8

Docketing Please Select

Docketing Reports Utilities Logout Help

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

Slide notes

(Note: This is a transitional slide.)

Slide 9 - Slide 9

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- ☒ Briefing Documents
- Appendix Designations & Acknowledgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

The next step is to select the appropriate category of event in the left pane. For our opening brief, click the radio button for Briefing Documents.

Slide 10 - Slide 10

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: [Case Name] (e.g., 05-2475)

Filed Date: [Date]

Click Box (304 x 501) (X:0; Y:0)

Next select an event:

Please Select

- ☐ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☐ SEaled BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the radio button for BRIEF FILED (all formal, non-sealed briefs/electronic & paper form).

Click here.

Slide notes

Now the right pane shows all events within the Briefing Documents category. Note you may have to scroll down to locate the specific event you need. In our case, click the radio button for BRIEF FILED (all formal, non-sealed briefs/electronic & paper form).

Slide 11 - Slide 11

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☐ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click the **down arrow** to scroll

Click here.

Slide notes

To continue filing your brief, click the down arrow in the scroll bar to scroll down.

Slide 12 - Slide 12

CMI/ECF Appellate

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Click Box (304 x 501) (X:0; Y:0)

Next select an event:

- ☐ Please Select
- ☒ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☐ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click the **Docket Event** button.

Click here.

Docket Event

Slide notes

Since our target case is selected, and we have the correct event selected, click the Docket Event button.

Slide 13 - Slide 13

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☐ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transitional slide.)

Slide 14 - Enter Additional Information

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate
 Redacted

Additional Information

Type of Brief
 Please Select

Additional Information

Date copies mailed dispatched or delivered:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):
 Please Select

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

Now we need to enter some additional information about our opening brief. First, you may select a modifier from a drop-down list if appropriate. Click the down arrow in the modifier list to see its options.

Slide 15 - Slide 15

CMI/ECF Appellate

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Redacted

Amended

Corrected

Supplemental

Redacted

Date copies mailed dispatched or delivered:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):

Please Select

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

(Note: This is a transitional slide.)

Slide 16 - Slide 16

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Redacted

Click Box (304 x 501) (X:0; Y:0)

Click the blank option at the top of the list.

Amended

Corrected

Supplement

Redacted

Click here.

Date copies mailed dispatched or delivered:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):

'Please Select' ▼

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

Since none of these modifiers are appropriate for our opening brief, click the blank space above Amended.

Slide 17 - Slide 17

CMI/ECF Appellate

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Redacted

Additional Information

Amended

Corrected

Supplemental

Redacted

Additional Information

Date copies mailed dispatched or delivered:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):

Please Select

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

(Note: This is a transitional slide.)

Slide 18 - Slide 18

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate:

Additional Information

Type of Brief: **^^Please Select^^** Click the down arrow for the Type of Brief drop-down list.

Additional Information

Date copies mailed dispatched on:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed): **^Please Select^**

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties Select All Clear All

PDF Document

Slide notes

There's a second drop-down list for the type of brief we are filing. Click the down arrow in that list.

Slide 19 - Slide 19

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Additional Information

Type of Brief:

Please Select **

Opening Click Box

Response

Opening/Response

Reply

Corrected

Supplemental Opening

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties Select All Clear All

PDF Document

Slide notes

From the list, click Opening.

Slide 20 - Slide 20

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Date copies mailed dispatched or de
Try the date again then press the TAB key.

Additional Information
Enter the date 10/23/2007, then press the TAB key.
es (8 copies -- 6 if court-appointed):
ase Select'

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

We also must indicate when copies were dispatched. In the date field, enter 10/23/2007, then press the TAB key.

Slide 21 - Slide 21

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Additional Information
Method of filing paper copies (8 copies -- 6 if court-appointed):
Please Select

Party Filers
Please select the filer(s) below. In consolidated cases, click the down arrow in the first cases button to apply your selection to all of the consolidated cases.

Filer	Type
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant

Display All Parties Select All Clear All

PDF Document

Click Box: (304 x 501) (X:0; Y:0)

Click here, for Method of filing paper copies.

Slide notes

Click the down arrow on the method of filing paper copies drop-down list.

Slide 22 - Slide 22

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate:

Additional Information
Type of Brief:

Additional Information
Date copies mailed dispatched or delivered:

Additional Information
copies (8 copies -- 6 if court-appointed):
Please Select*

Please select the filer(s) below. In your selection to all of the consolidated cases, use the All Cases button to apply

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties Select All Clear All

PDF Document

Slide notes

Select mail from this list.

Slide 23 - Slide 23

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate
[Dropdown]

Additional Information
Type of Brief:
Opening [Dropdown]

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Additional Information
Method of filing paper copies (8 copies -- 6 if court-appointed):
mail [Dropdown]

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click the check box for Carolyn Henderson.

Click here.

Display All Parties [All Cases] Select All Clear All

PDF Document

Slide notes

Click the check box for Carolyn Henderson.

Slide 24 - Slide 24

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Additional Information
Method of filing paper copies (8 copies -- 6 if court-appointed):
mail

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties Select All Clear All

PDF Document

Click the down arrow to scroll
Click here.

Slide notes

To see the rest of the screen segment, click the down arrow in the scroll bar.

Slide 25 - Browse for PDF

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click Box:
(304 x 501)
(X:0; Y:0)

Display All Parties All Cases Select All Clear All

PDF Document

Document: Browse...

Click the Browse button.

Click here.

NOTE

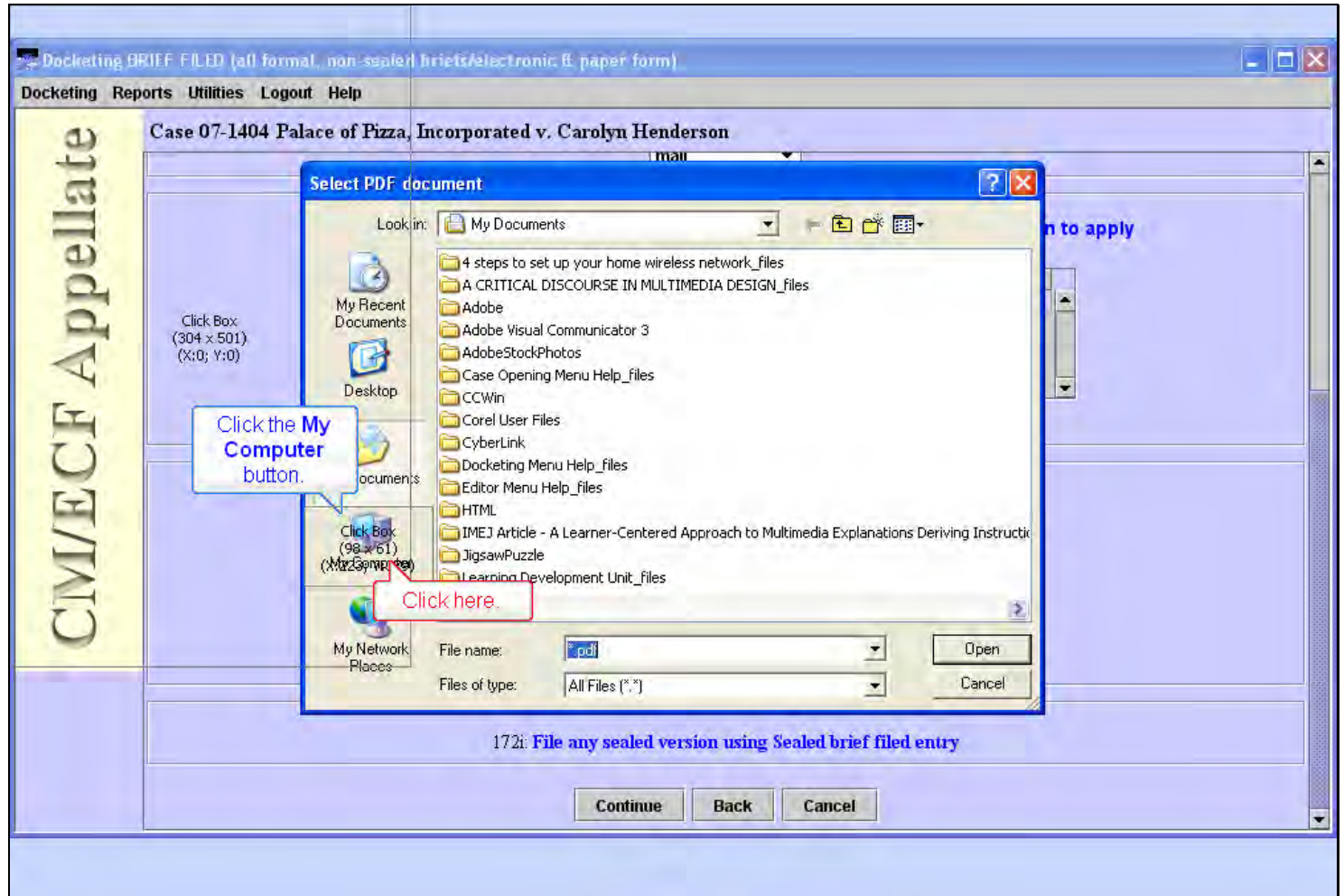
172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

Now we're ready to select the PDF version of our opening brief. Click the Browse button to locate that document.

Slide 26 - Slide 26

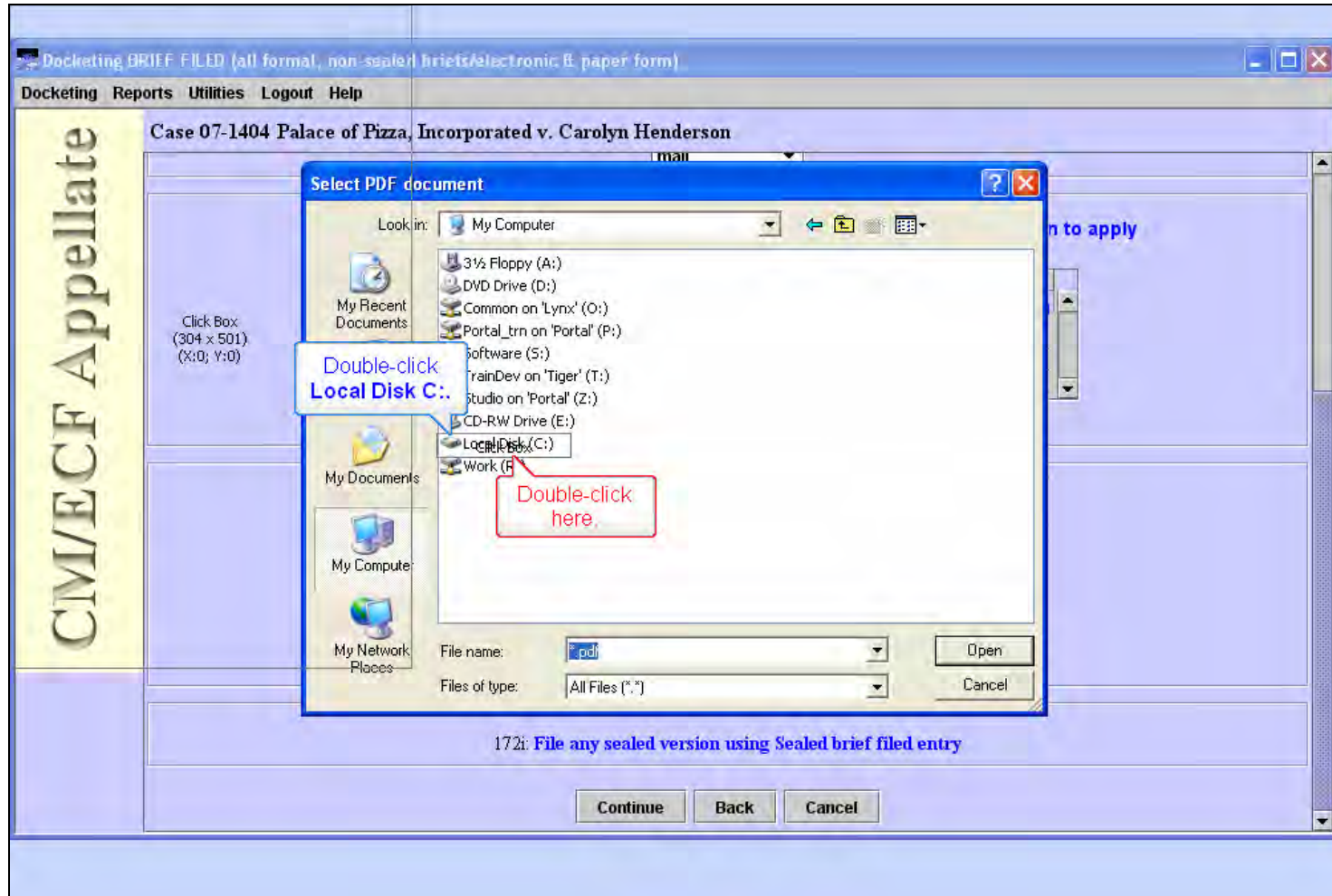


Slide notes

Your browser shows a dialog box designed to let you browse the disk drives and folders on your PC to locate your brief. See the lesson module on Windows Navigation for help in locating files on your computer.

To find the brief, first click the My Computer button.

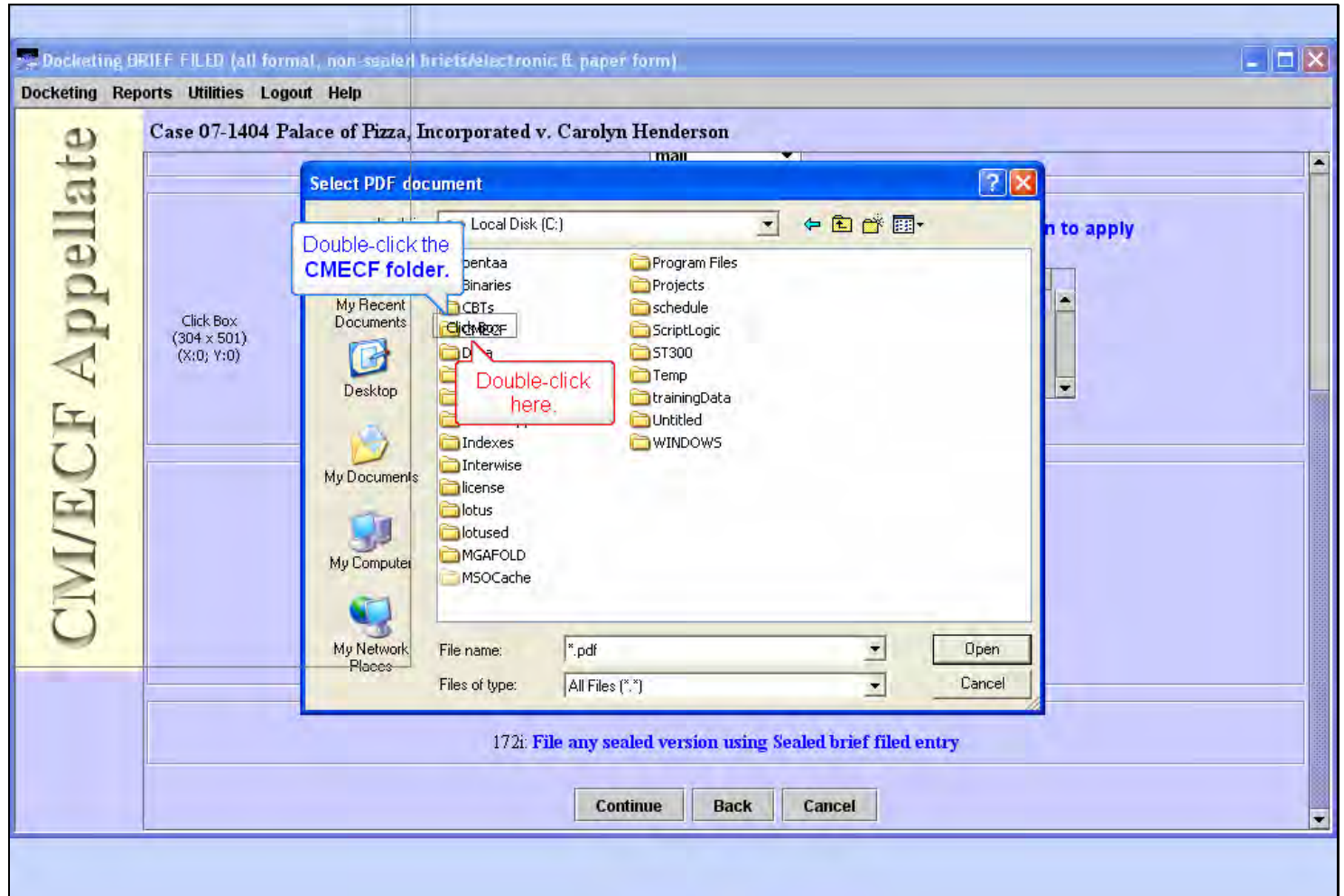
Slide 27 - Slide 27



Slide notes

This example shows all the disk drives accessible to my computer. Double-click Local Disk C: to open its folders.

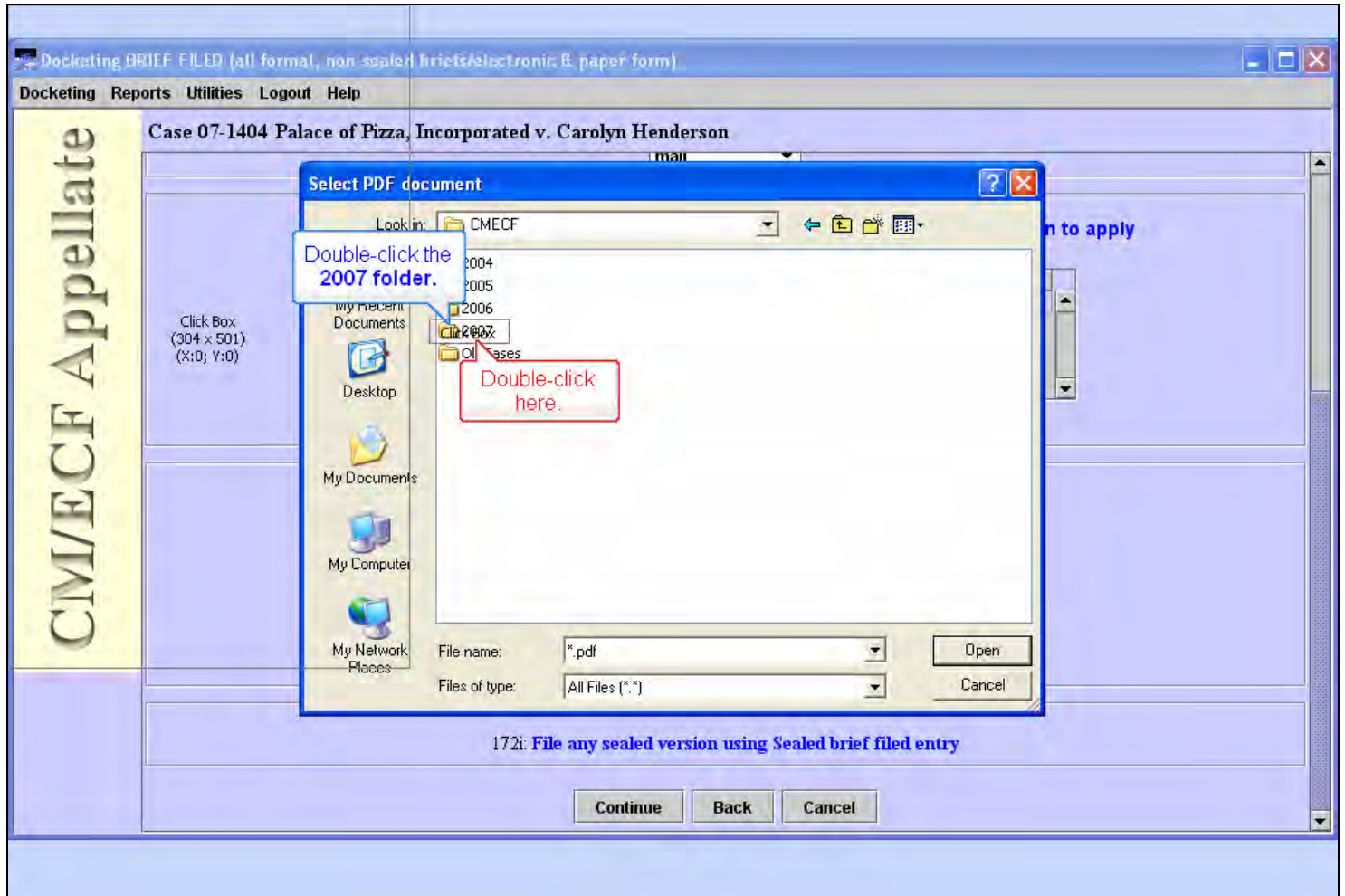
Slide 28 - Slide 28



Slide notes

It's a good idea to keep all your CM/ECF related PDF files in a place you can easily locate them. In our example we have placed them in a folder named CMECF. Double-click that folder to open it.

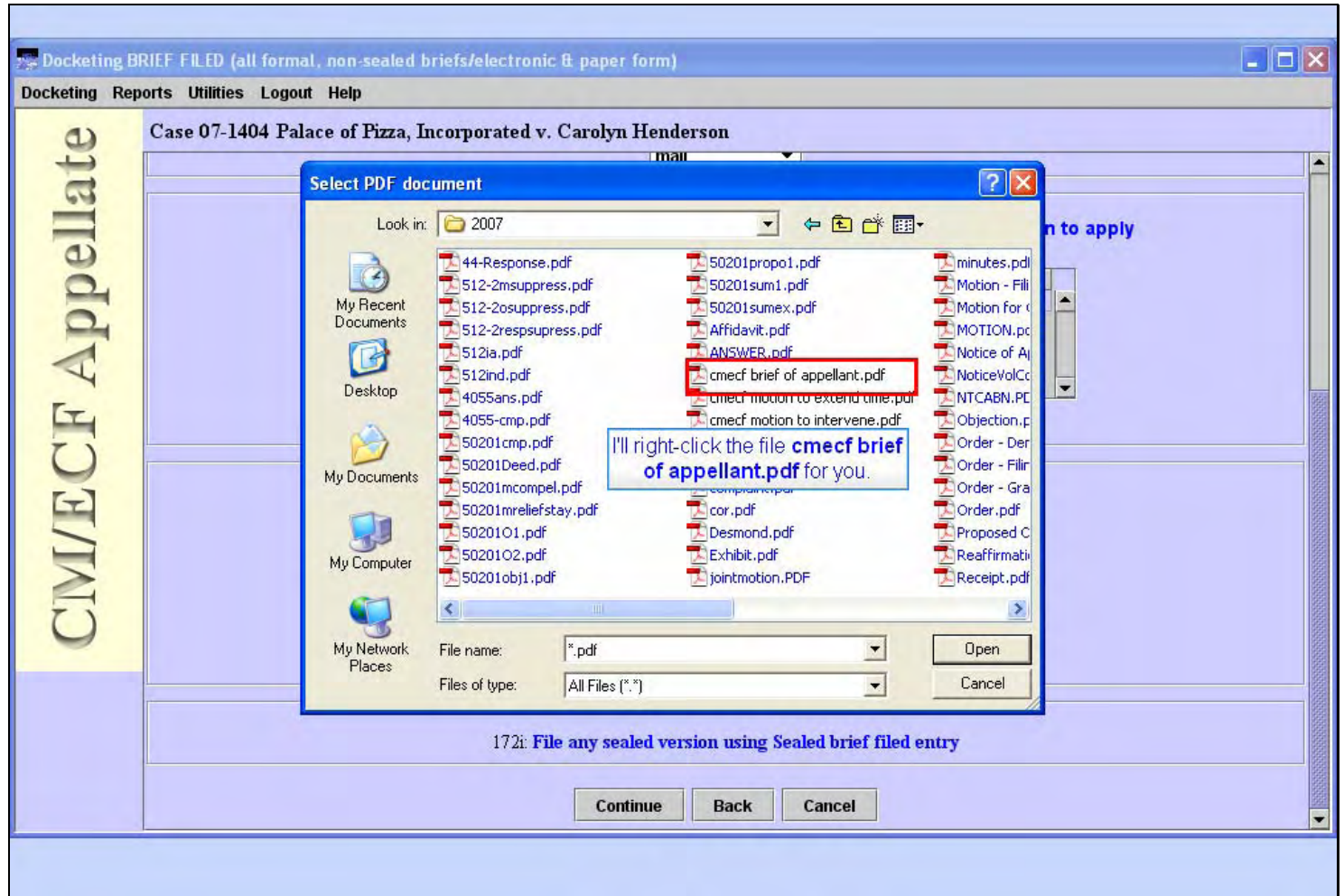
Slide 29 - Slide 29



Slide notes

Now double-click the 2007 folder to open it.

Slide 30 - Slide 30

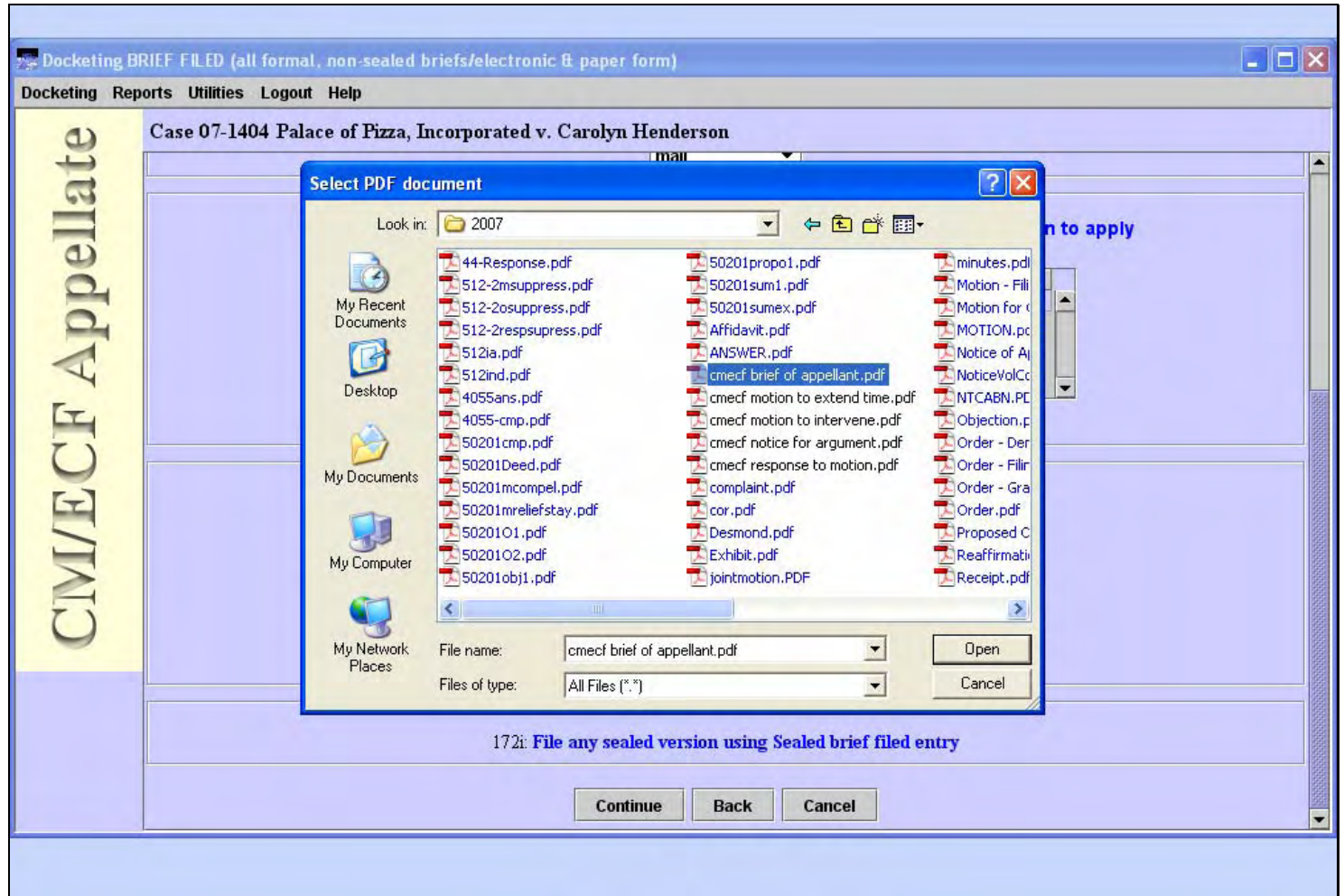


Slide notes

And here are our CM/ECF-related PDF files for 2007. The opening brief is shown in this list and is named cmecf brief of appellant.pdf. But it's a good practice to look at the file's contents before you submit it to the court just to double-check that it's the right file.

To open the file and look at it, you would right-click the file name. Your browser will then pop up a menu with an option to view the file's contents. Watch your screen and I'll right-click the file for you.

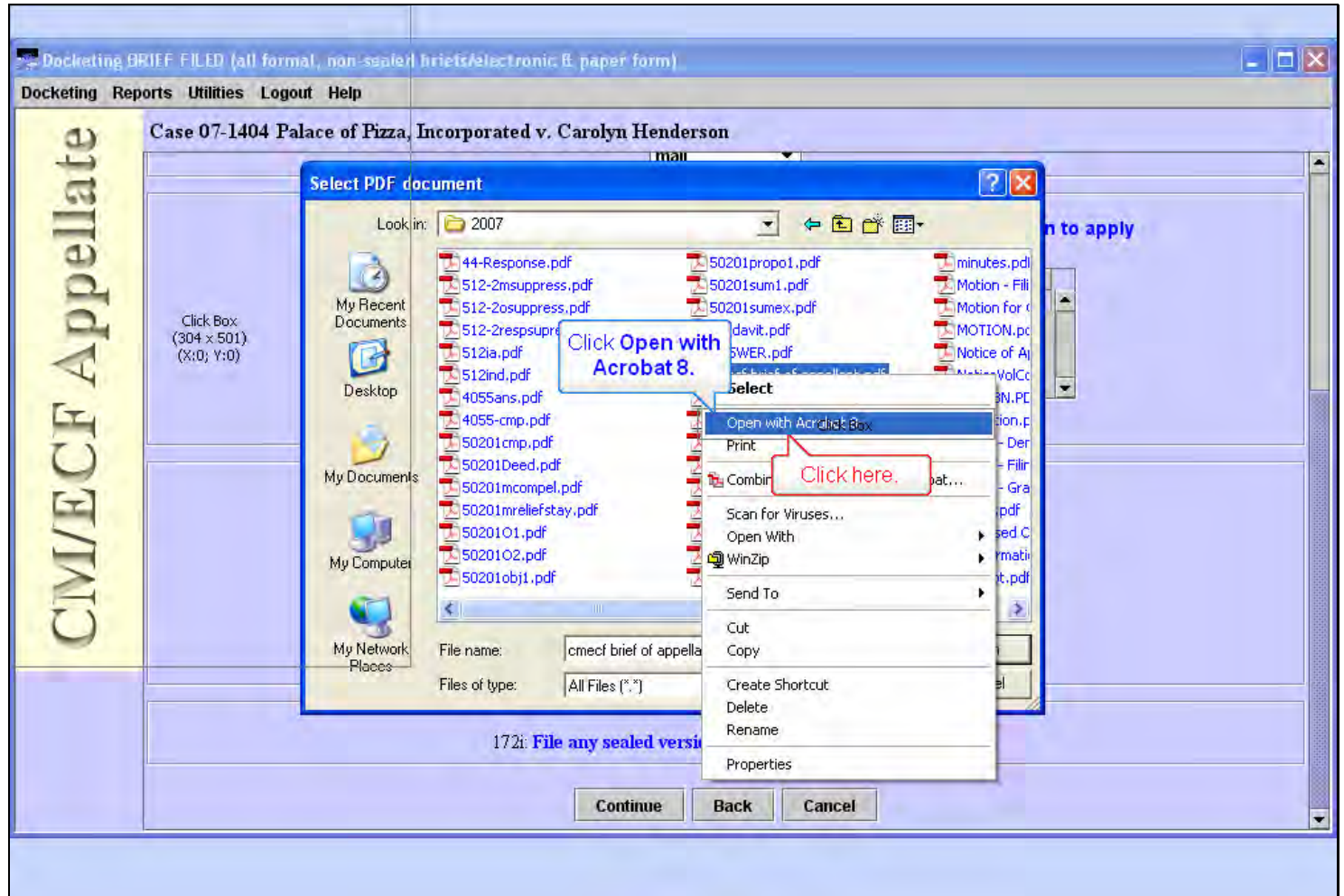
Slide 31 - Slide 31



Slide notes

(Note: This is a transitional slide.)

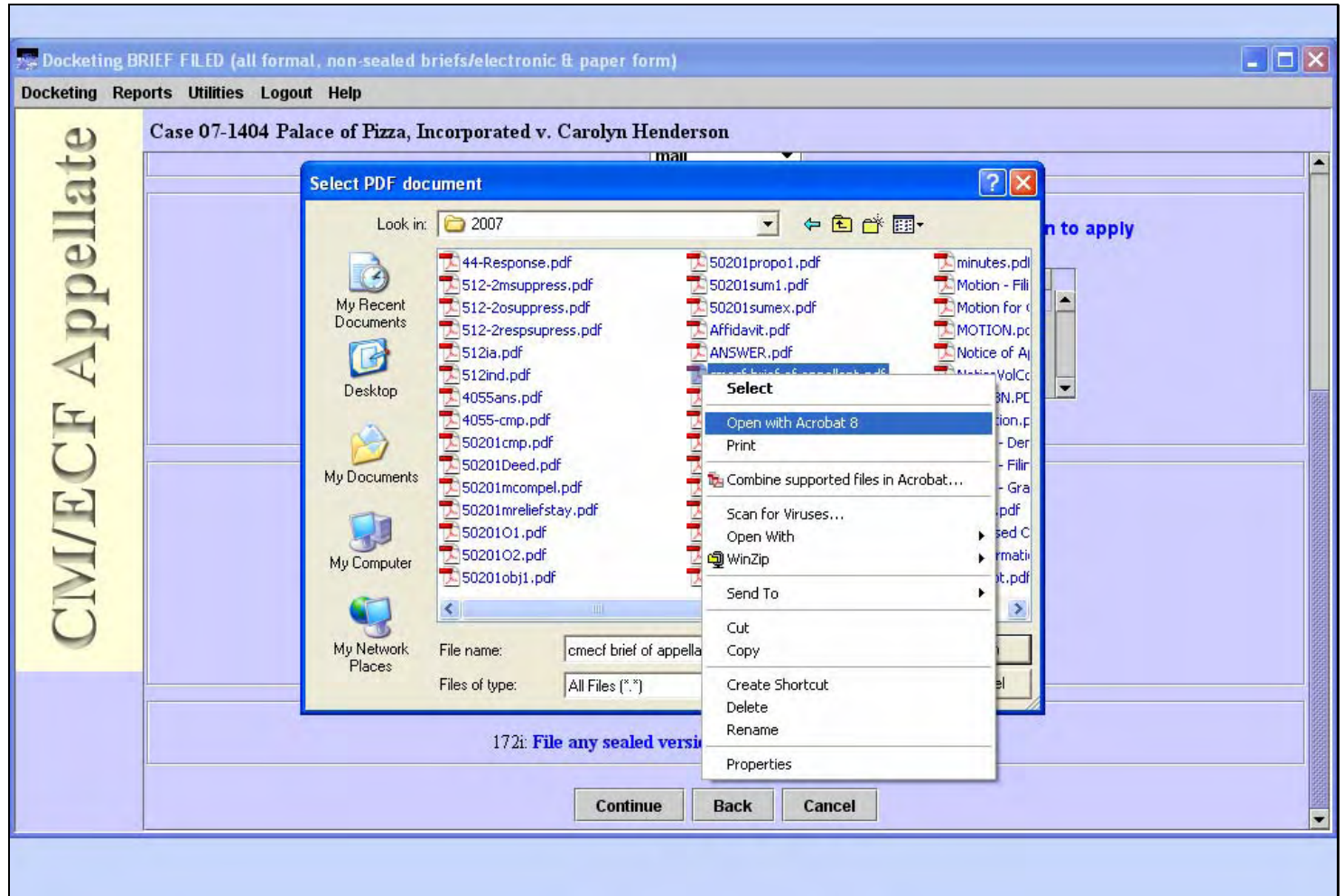
Slide 32 - Slide 32



Slide notes

Notice the pop-up menu has an option to Open with Acrobat 8. Click that option.

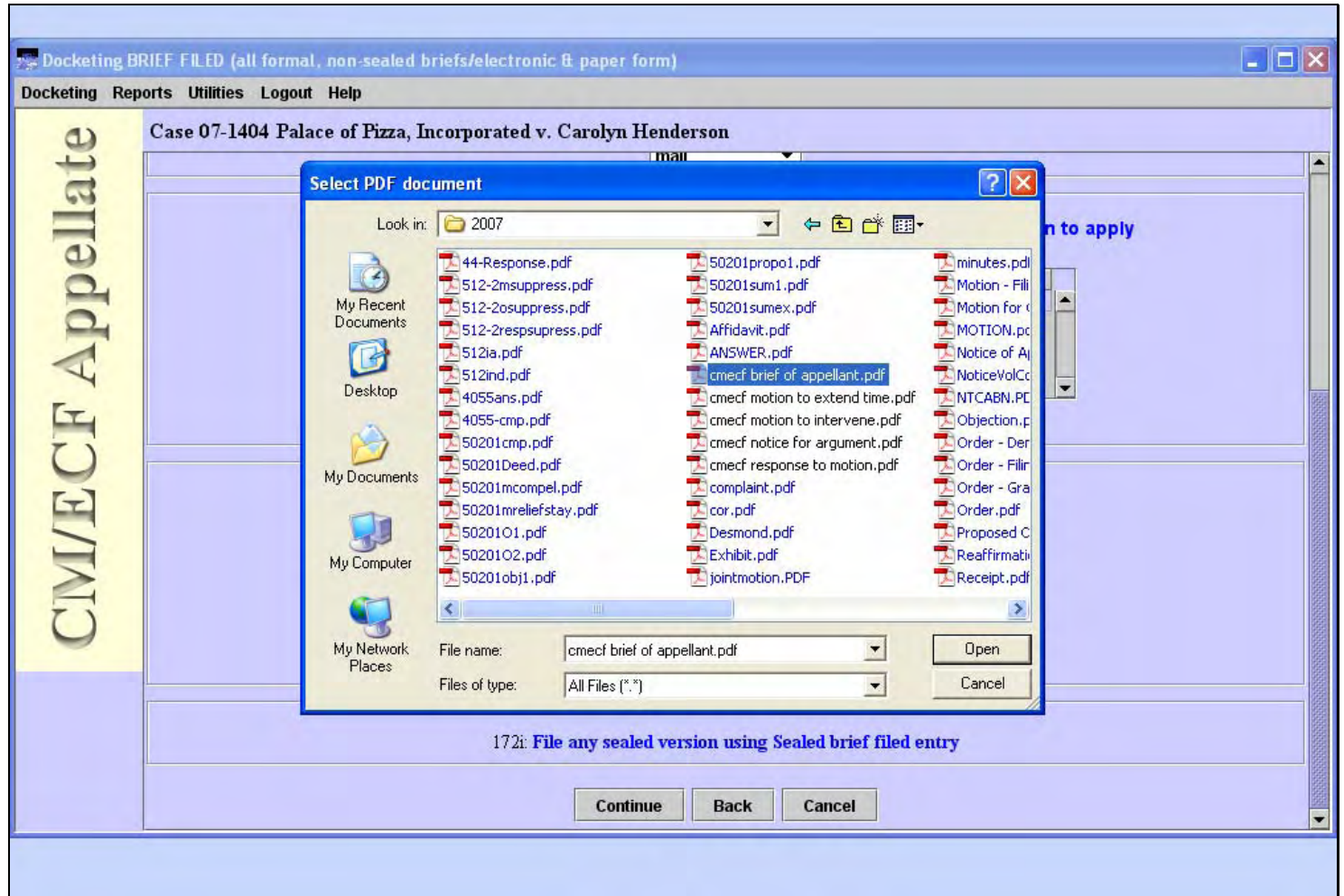
Slide 33 - Slide 33



Slide notes

(Note: This is a transitional slide.)

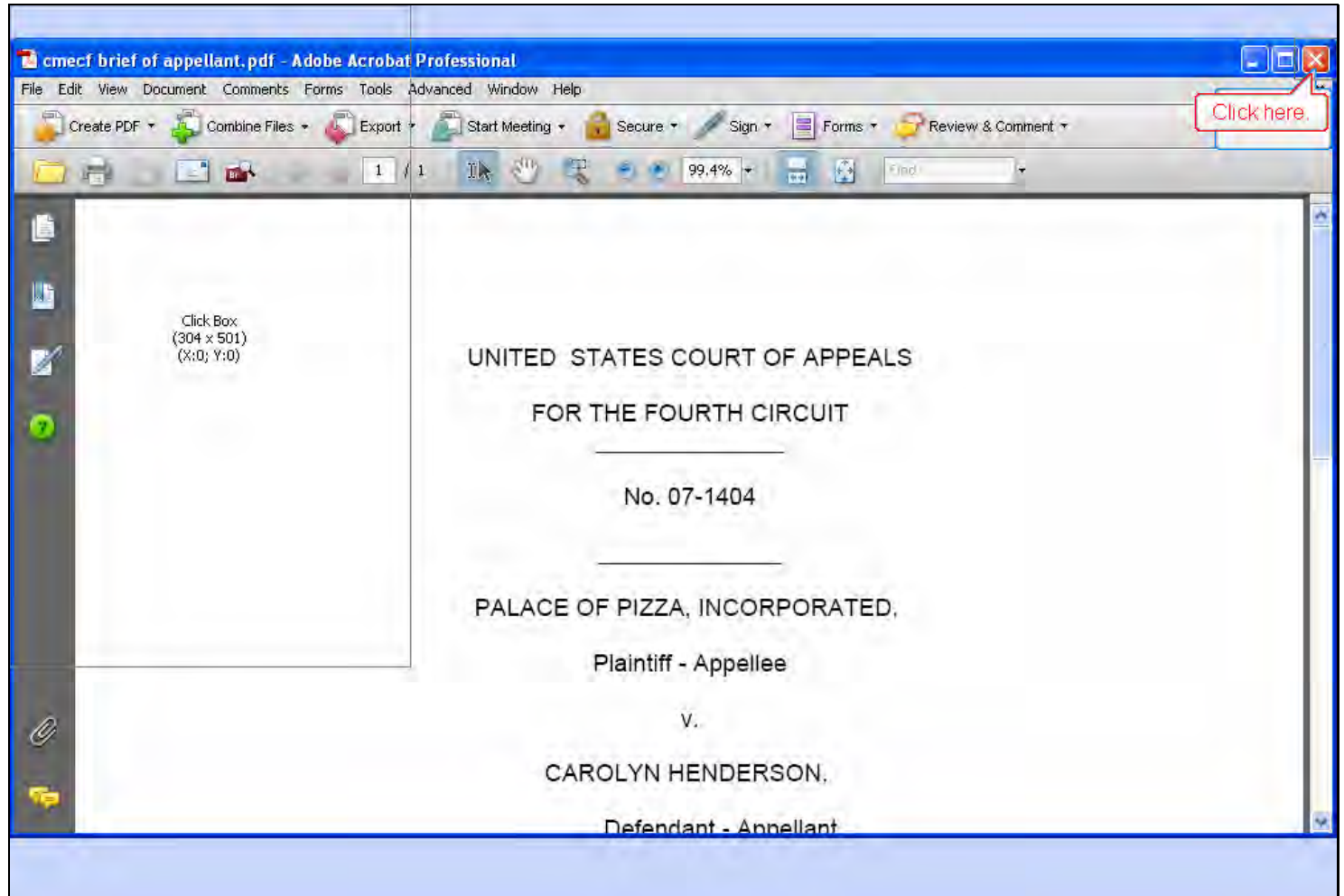
Slide 34 - Slide 34



Slide notes

(Note: This is a transitional slide.)

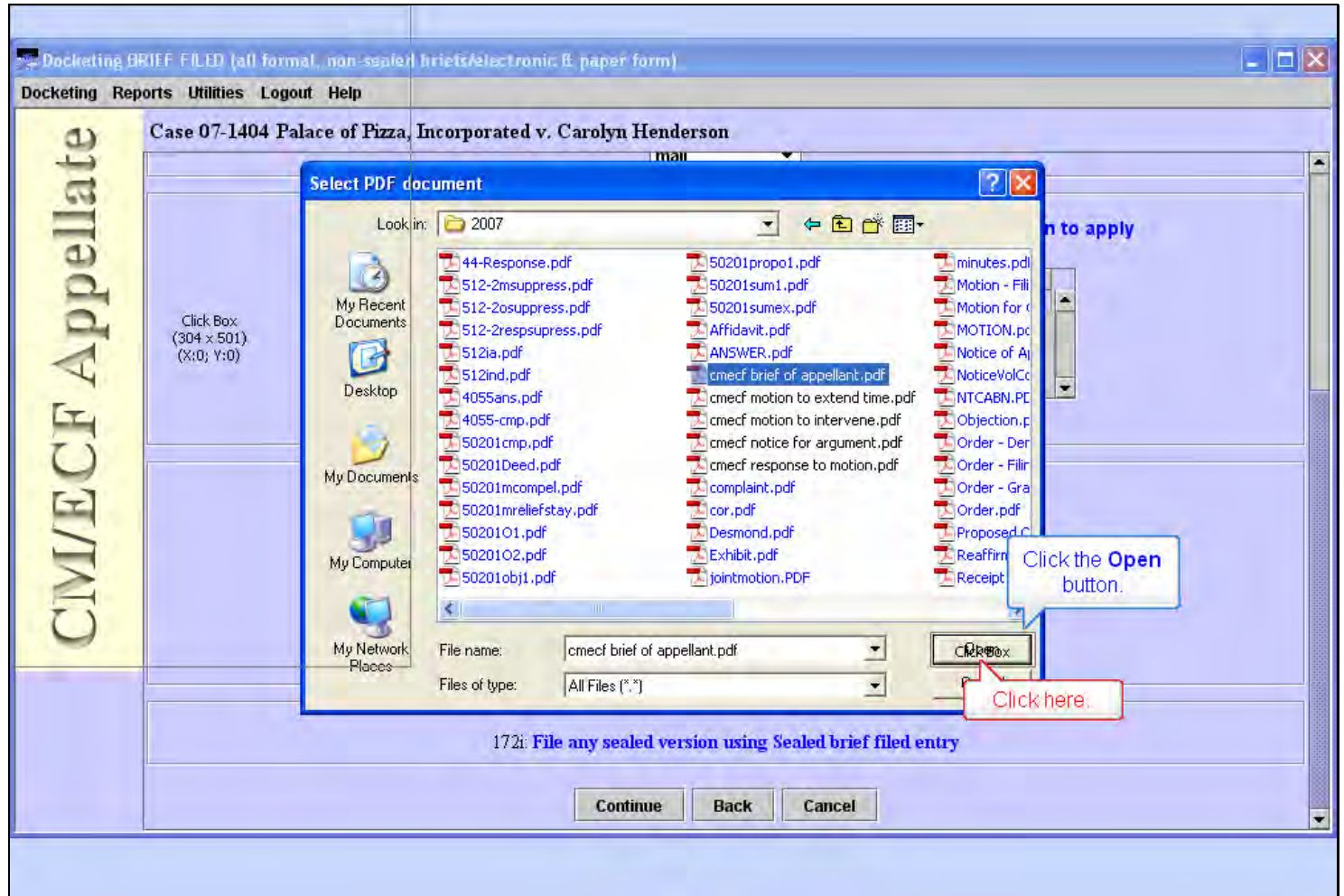
Slide 35 - Slide 35



Slide notes

And Adobe Acrobat opens the file so you can verify that it's the correct opening brief. Now that we're sure this is the right document, close the Acrobat window by clicking its close button.

Slide 36 - Slide 36



Slide notes

Now click the Open button to select this document.

Slide 37 - Slide 37

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click Box (304 x 501) (X:0; Y:0)

Display All Parties Add Another Select All Clear All

PDF Document

Document: C:\MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

NOTE

Click the Continue button. sealed brief filed entry

Continue Back Cancel

Slide notes

CM/ECF fills in the path and filename of our PDF document. You could use the Add Another button to repeat the process for any other documents you wished to file with the brief.

Notice the Note at the bottom of the screen. Remember, you should read the blue text on the screens for instructions and reminders to you.

Click the Continue button.

Slide 38 - Slide 38

The screenshot shows a software interface for filing a brief. The main window is titled "Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)". It has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". The case name "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson" is displayed at the top. A dropdown menu shows "mail". A "Party Filer" button is visible. A "Docket Text" dialog box is open, containing a text area with the following text: "BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [07-1404]". Below the text area are "Continue" and "Back" buttons. A red callout box points to the "Continue" button with the text "Click here." and a blue callout box points to the "Continue" button with the text "Click the Continue button." A "NOTE" section at the bottom states: "172i: File any sealed version using Sealed brief filed entry". At the bottom of the main window are "Continue", "Back", and "Cancel" buttons. On the left side of the main window, there is a vertical yellow bar with the text "CM/ECF Appellate". A small text box on the left says "Click Box: (304 x 501) (X:0; Y:0)".

Slide notes

CM/ECF is building docket text for your filing. You should make sure it's accurate, then click the Continue button.

Slide 39 - Submit the Transaction

The screenshot shows a web application window titled "Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". The main content area displays "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson" with a "mail" dropdown menu. A "Party Filer" section is visible. A modal dialog box titled "Event Review" is open, containing an "Attention!" icon and the following text: "Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below this, it states: "BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [07-1404]". At the bottom of the dialog are "Submit" and "Back" buttons. A blue callout box points to the "Submit" button with the text "Click the Submit button." A red callout box points to the "Back" button with the text "Click here." Below the dialog, a "NOTE" section contains the text: "172i: File any sealed version using Sealed brief filed entry". At the bottom of the window are "Continue", "Back", and "Cancel" buttons. On the left side of the window, there is a vertical yellow banner with the text "CMI/ECF Appellate".

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 40 - Slide 40

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

NOTE

172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

(Note: This is a transitional slide.)

Slide 41 - Slide 41

The screenshot shows the 'Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)' window. The main area is titled 'Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson' with a 'mail' dropdown menu. Below this is a 'Party Filer' section with instructions: 'Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.' A table lists filers:

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

An 'Event Docketed' dialog box is open, displaying the message: 'The docketed transaction has been completed.' with an 'OK' button. A red callout points to the 'OK' button with the text 'Click here.' and a blue callout points to the 'OK' button with the text 'Click the OK button.' Below the dialog box, there are buttons for 'Add Another', 'Browse...', and 'Continue'. A 'NOTE' section at the bottom states: '172i: File any sealed version using Sealed brief filed entry'. The left sidebar contains the text 'CM/ECF Appellate' and a 'Click Box (304 x 501) (X:0; Y:0)'.

Slide notes

When the CM/ECF server receives your transaction, you will receive this confirmation. Click the OK button.

Slide 42 - Slide 42

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: C:\MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

NOTE

172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

(Note: This is a transitional slide.)

Slide 43 - Slide 43

Docketing Please Select

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

All Reset

Slide notes

(Note: This is a transitional slide.)

Slide 44 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

Click here.

*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf brief of appellant.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Done Internet

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 45 - Slide 45

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf brief of appellant.pdf

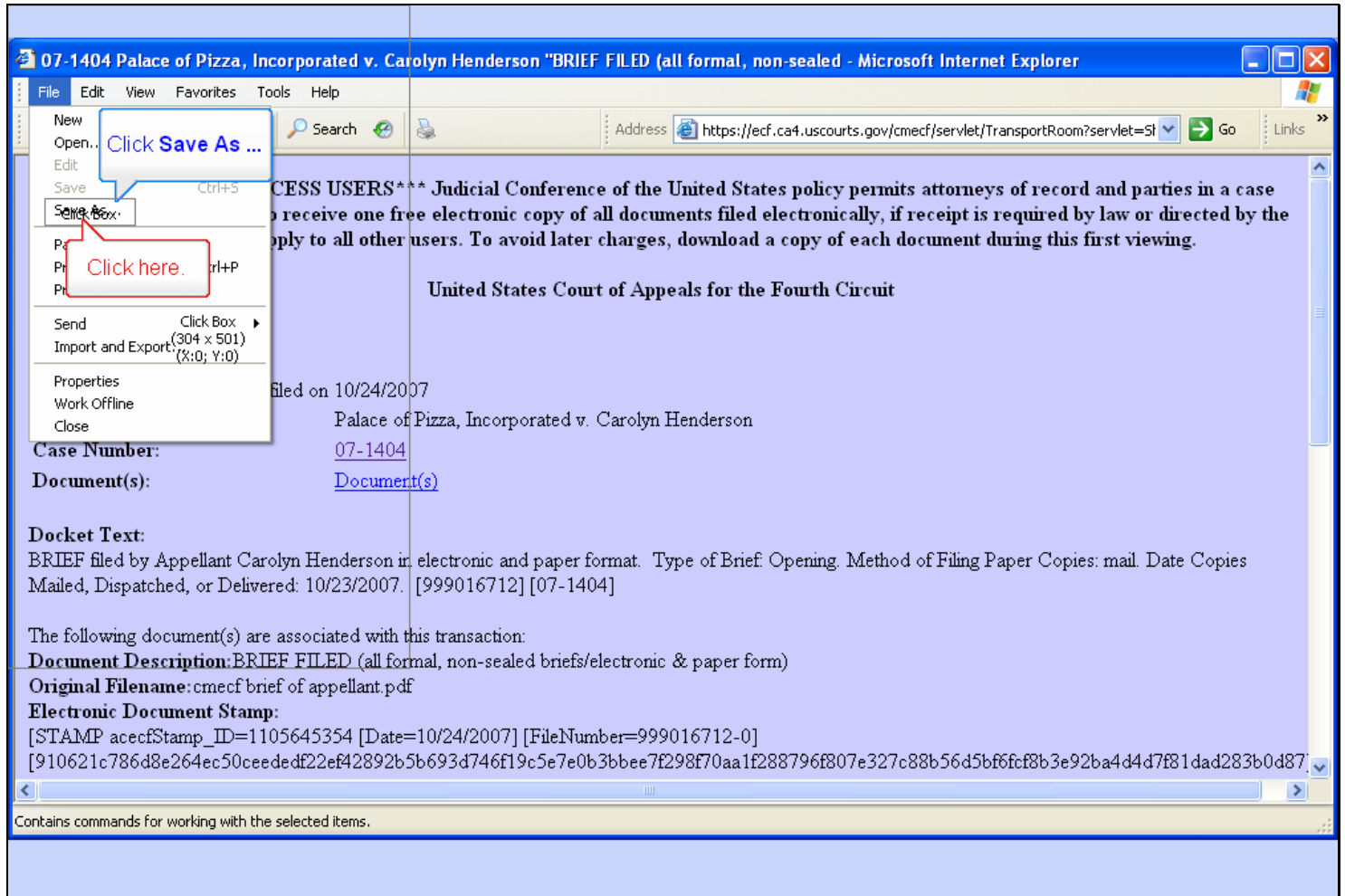
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Done Internet

Slide notes

(Note: This is a transitional slide.)

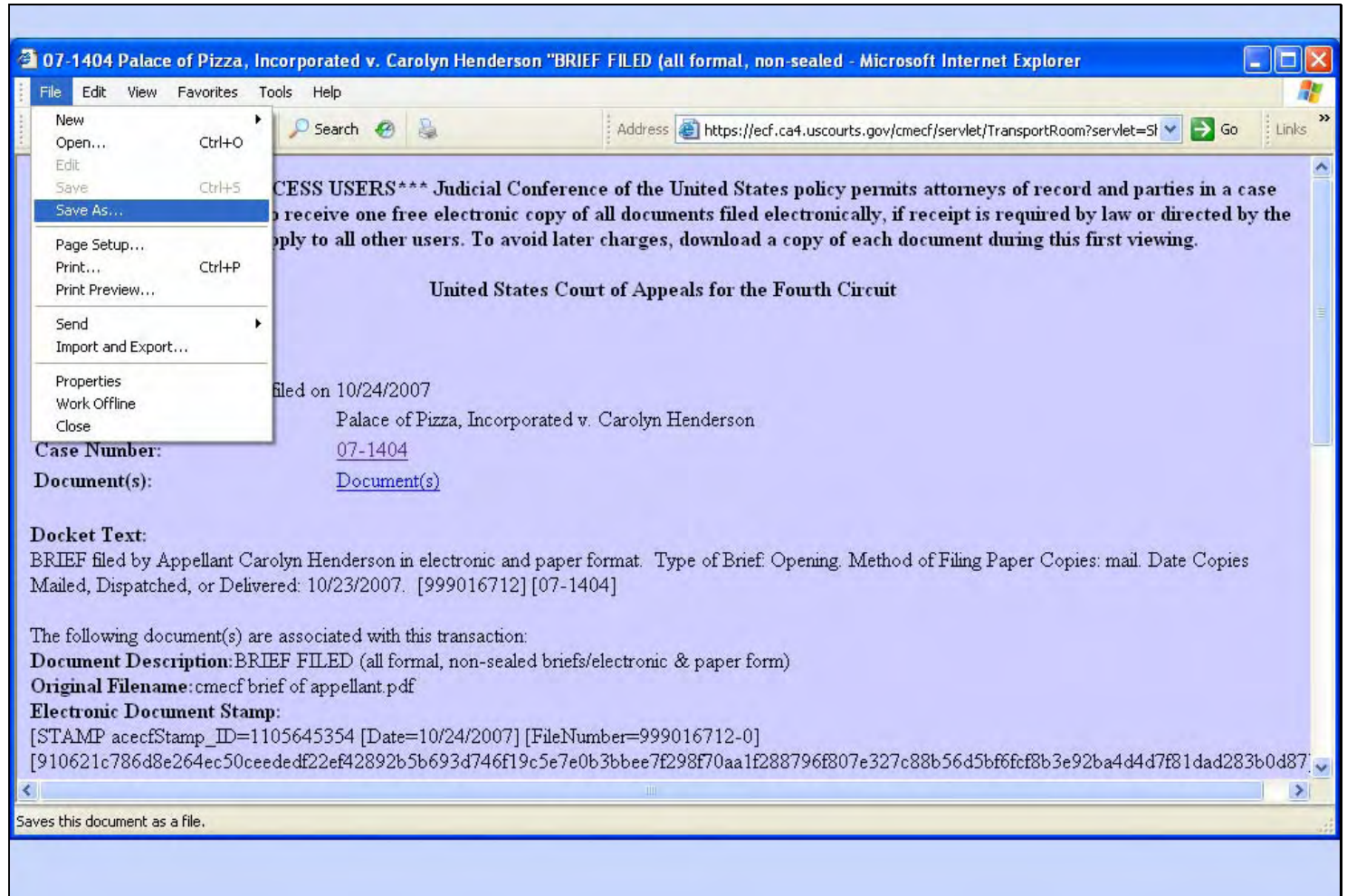
Slide 46 - Slide 46



Slide notes

Now click Save As ...

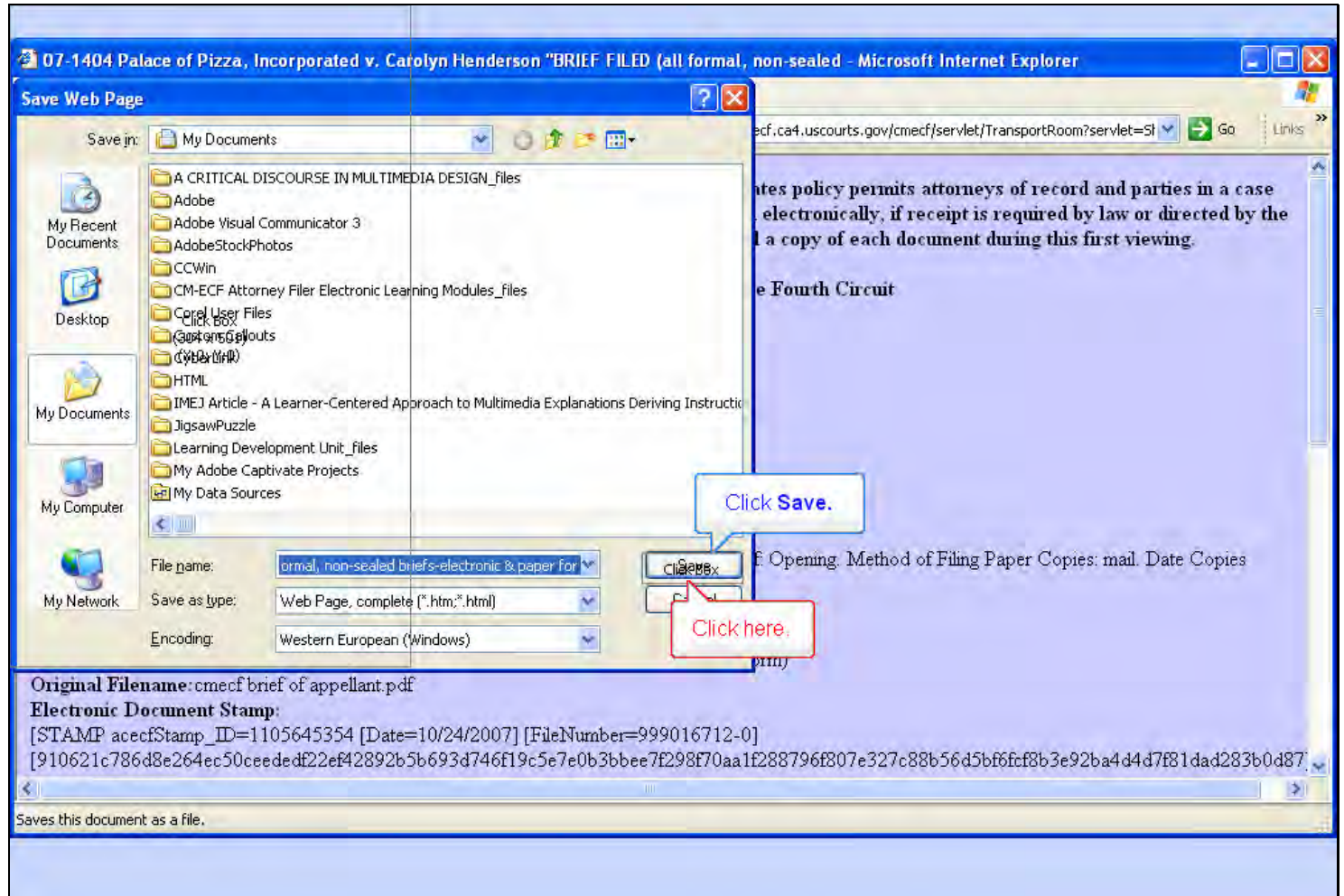
Slide 47 - Slide 47



Slide notes

(Note: This is a transitional slide.)

Slide 48 - Slide 48



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 49 - Run Docket Report

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

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United States Court of Appeals for the Fourth Circuit

Click Box (X:0; Y:0)

Notice of Docket Activity

The following transaction was filed on 10/24/2007. [Click 07-1404.](#)

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Click here.](#)

Docket Text:
BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf_brief_of_appellant.pdf

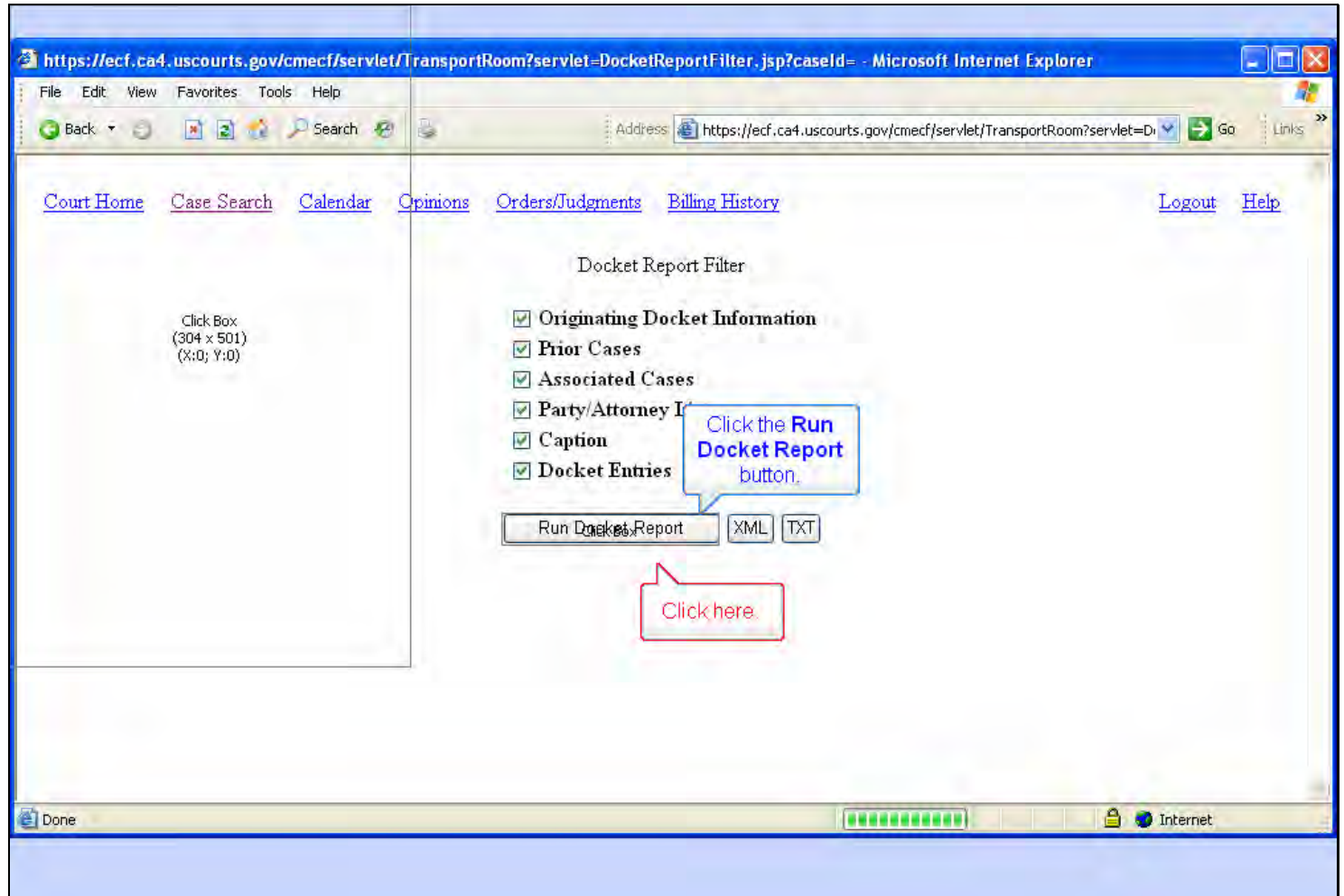
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Done Internet

Slide notes

From the NDA we can also produce a docket report for this case. To do so, click the case number hyperlink.

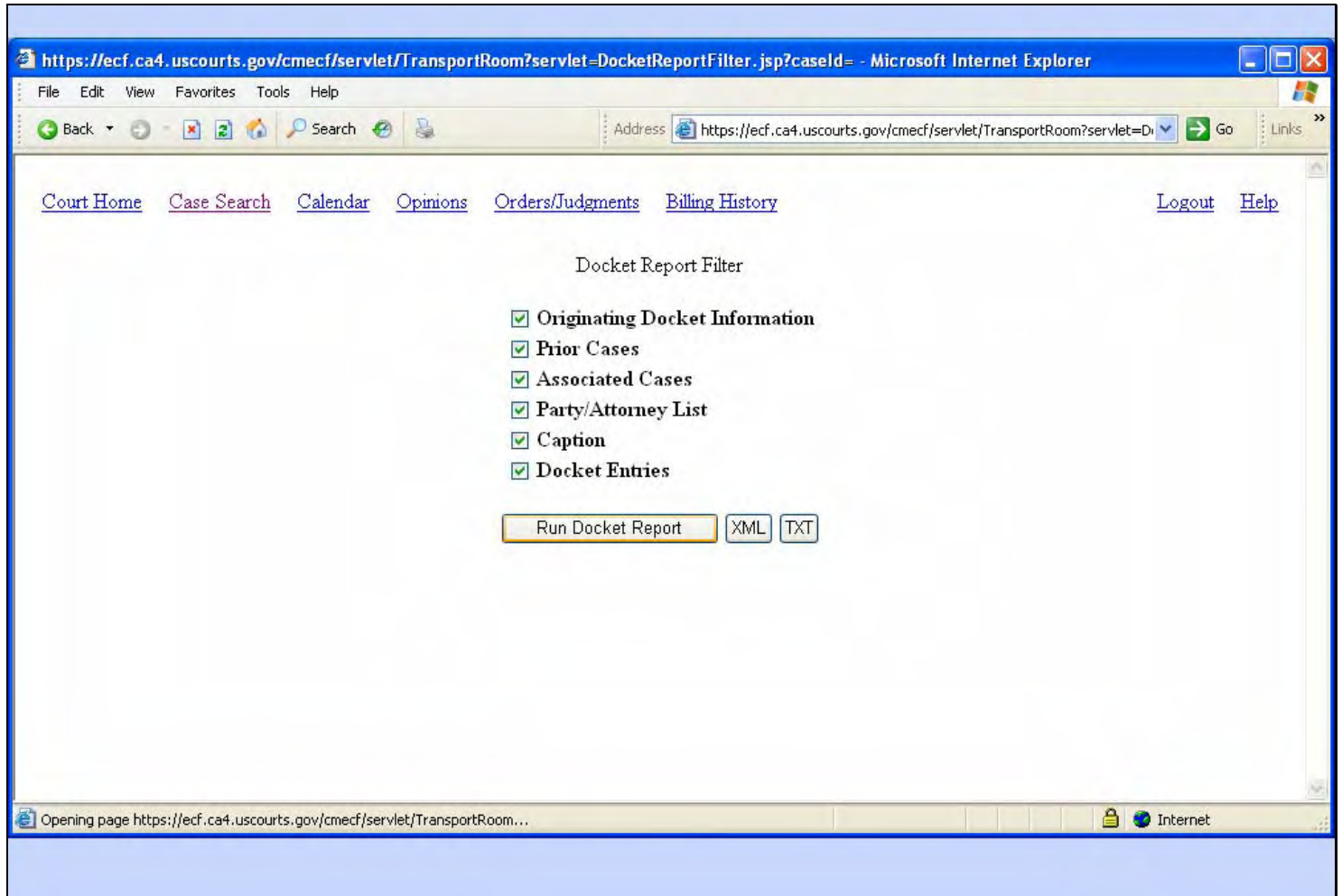
Slide 50 - Slide 50



Slide notes

CM/ECF allows you to select or de-select various parts of the docket report by clicking the appropriate check box. We'll leave all items selected. Click the Run Docket Report button.

Slide 51 - Slide 51



Slide notes

(Note: This is a transitional slide.)

Slide 52 - Slide 52

07-1404 Docket - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom> Go Links

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Billing History](#) [XML](#) [TXT](#) [Logout](#) [Help](#)

General Docket
United States Court of Appeals for the Fourth Circuit

Click Box (100 x 100) (X:876; Y:299)

Court of Appeals Docket #: 07-1404
Docketed: 04/19/2007
Nature of Suit: 9190 Other Contract Actions
Palace of Pizza, Incorporated v. Carolyn Henderson
Appeal From: United States District Court for the Eastern District of North Carolina at Raleigh

Case Type Information:

- 1) Civil Private
- 2) private
- 3) null

Originating Court Information:

District: 0417-5 : 4:06-cv-0056-CRT
Court Reporter: Janet Leggett, Contract Court Reporter
Court Reporter: Elizabeth Leonard, Official Court Reporter (Lawyer)
Presiding Judge: W. Earl Britt, Senior U. S. District Court Judge
Date Filed: 01/04/2006
Date Order/Judgment: 11/05/2006
Date Order/Judgment EOD: 11/05/2006
Date NOA Filed: 11/07/2006

Prior Cases:

Type CTRL+End

Hold down the CTRL key, then tap the End key.

Internet

Slide notes

And the docket report appears. Since docket entries are in chronological order, the brief we just filed should be the last docket entry. To jump to the end of the docket report quickly, type CTRL+End.

Slide 53 - Slide 53

07-1404 Internet Explorer

Address: <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom>

05/22/2007 [79](#) N filed by Appellant Carolyn Henderson to extend filing time for opening brief until 05/22/2007 Was opposing counsel of motion pursuant to Loc. R. 27(a)? N. Did opposing counsel consent to granting of motion? N. Date of service: 05/22/2007 [999001986]

05/22/2007 [79](#) ORDER filed [999001987] granting motion to extend filing time [999001986-2] Copies to all parties... Copies to all parties.

05/23/2007 [80](#) PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/23/2007 [81](#) PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/24/2007 [82](#) DOCKETING NOTICE issued. Initial forms due within 14 days.

10/23/2007 [83](#) APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016672] [07-1404]

10/23/2007 [84](#) APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

10/24/2007 [85](#) BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

PACER Service Center

Transaction Receipt

10/24/2007 10:05:28

PACER Login:	atl878	Client Code:	Henderson
Description:	Docket Report (filtered)	Search Criteria:	07-1404
Billable Pages:	6	Cost:	0.48

Slide notes

And now we're at the end of the report and we can see the docket entry for our brief. By the way, since this is a practice case some of the docket entries don't make sense.

Let's back up to the NDA. To do so, click the down arrow next to the Back button in the browser.

Slide 54 - Slide 54

07-1404 Docket - Microsoft Internet Explorer

Address: <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom>

History Ctrl+H

05/22/2007 79 ORDE Appellant Carolyn Henderson to extend filing time for opening brief until 05/22/2007 Was opposing counsel pursuant to Loc. R. 27(a)? N. Did opposing counsel consent to granting of motion? N. Date of service: 05/22/2007

05/23/2007 80 PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/23/2007 81 PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/24/2007 82 DOCKETING NOTICE issued. Initial forms due within 14 days.

10/23/2007 83 APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016672] [07-1404]

10/23/2007 84 APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

10/24/2007 85 BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

PACER Service Center

Transaction Receipt

10/24/2007 10:05:28

PACER Login:	at1878	Client Code:	Henderson
Description:	Docket Report (filtered)	Search Criteria:	07-1404
Billable Pages:	6	Cost:	0.48

Slide notes

From the list of pages in the browser's history, click the 07-1404 page.

Slide 55 - View Document

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

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United States Court of Appeals for the Fourth Circuit

Click Box
Click the Document(s) hyperlink.
Click here.

Notice of Docket Activity
(X:0; Y:0)

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: 07-1404

Document(s): [Document\(s\)](#)

Docket Text:
BRIEF filed by Appellant Carolyn Henderson and paper format. Type of Brief: Opening. Method of Filing: Paper. Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf_brief_of_appellant.pdf

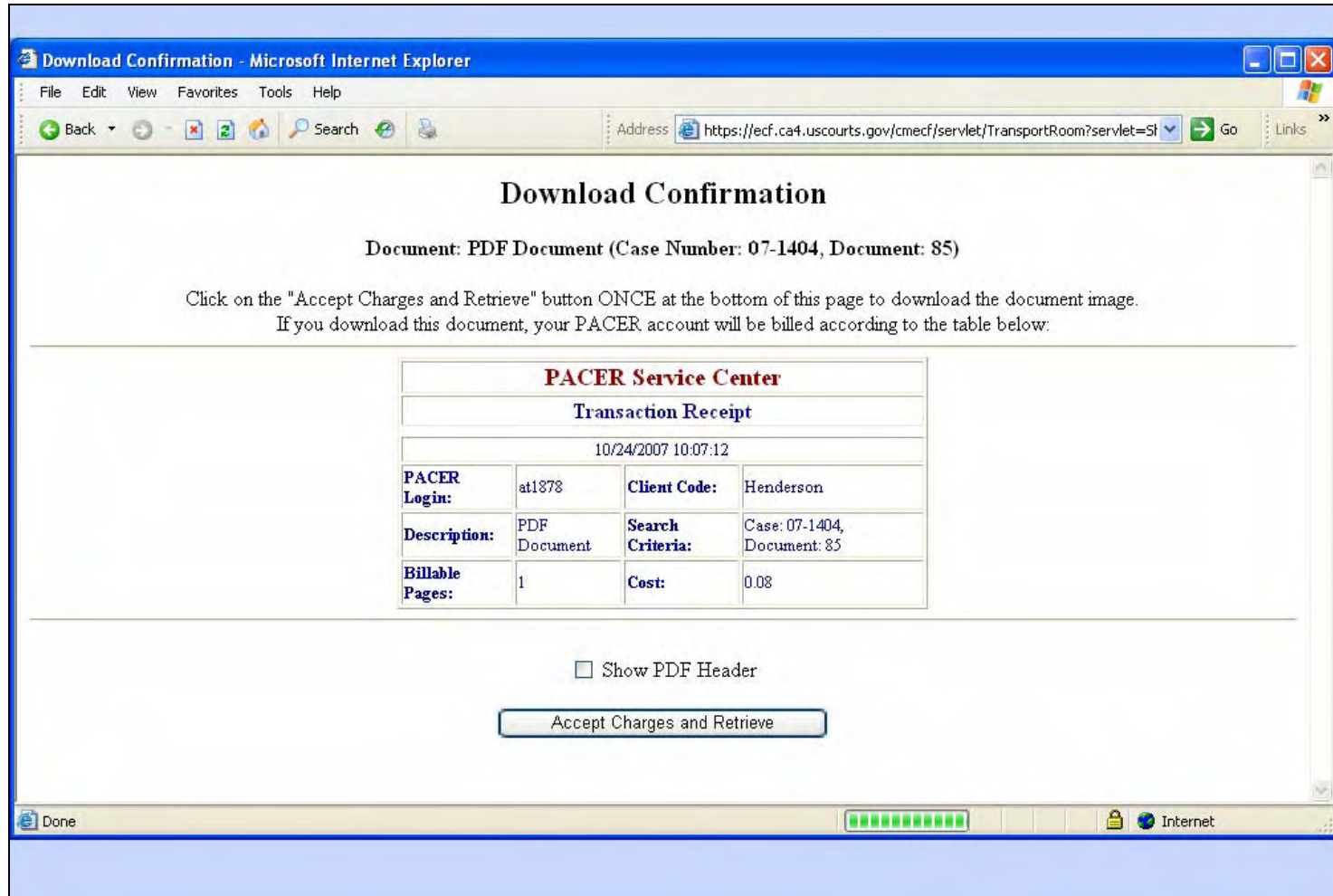
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Slide notes

And we've backed up to the NDA.

There is also a hyperlink on this page to the document or documents that were submitted with this docket entry. Click the Document(s) hyperlink.

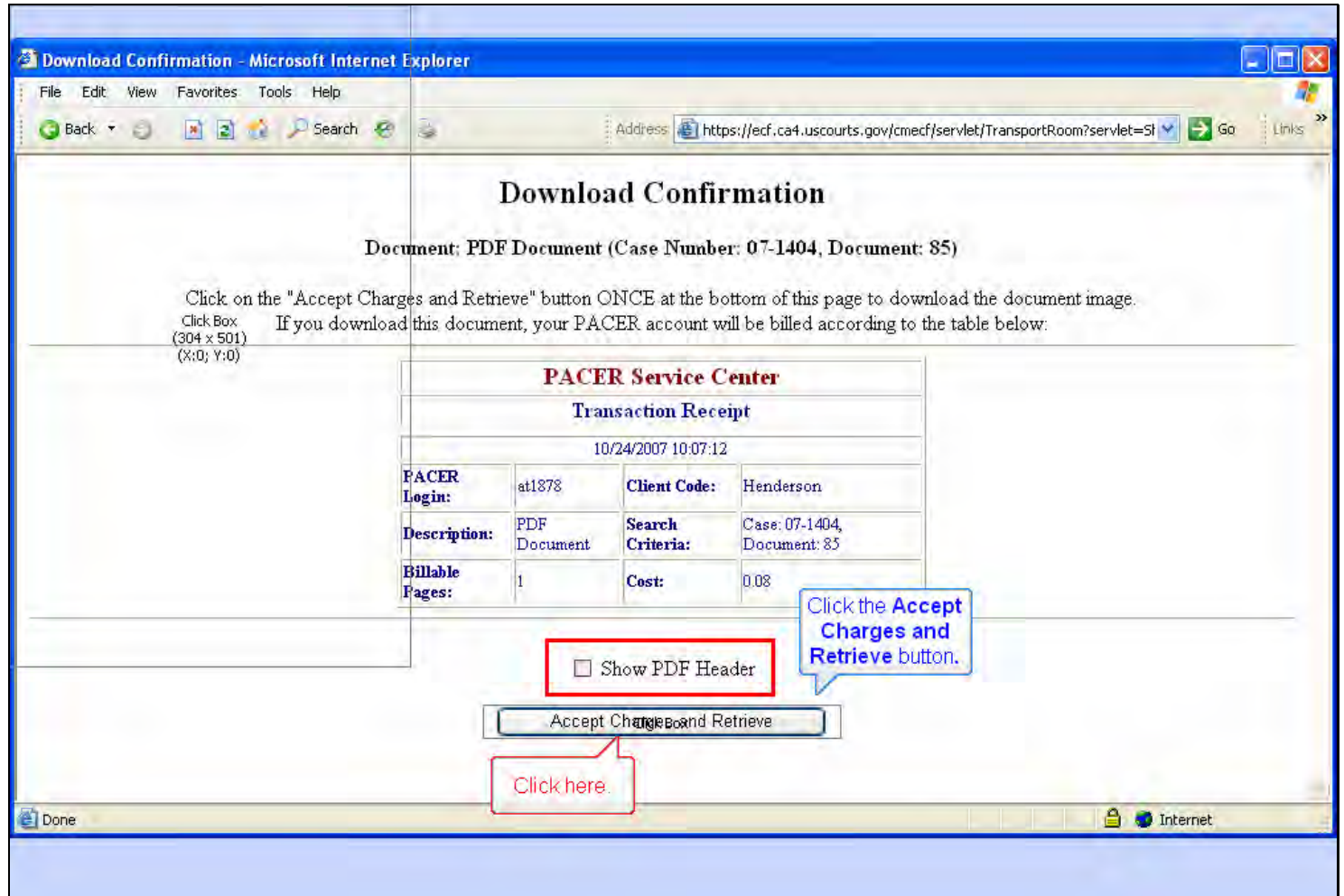
Slide 56 - Slide 56



Slide notes

(Note: This is a transitional slide.)

Slide 57 - Slide 57



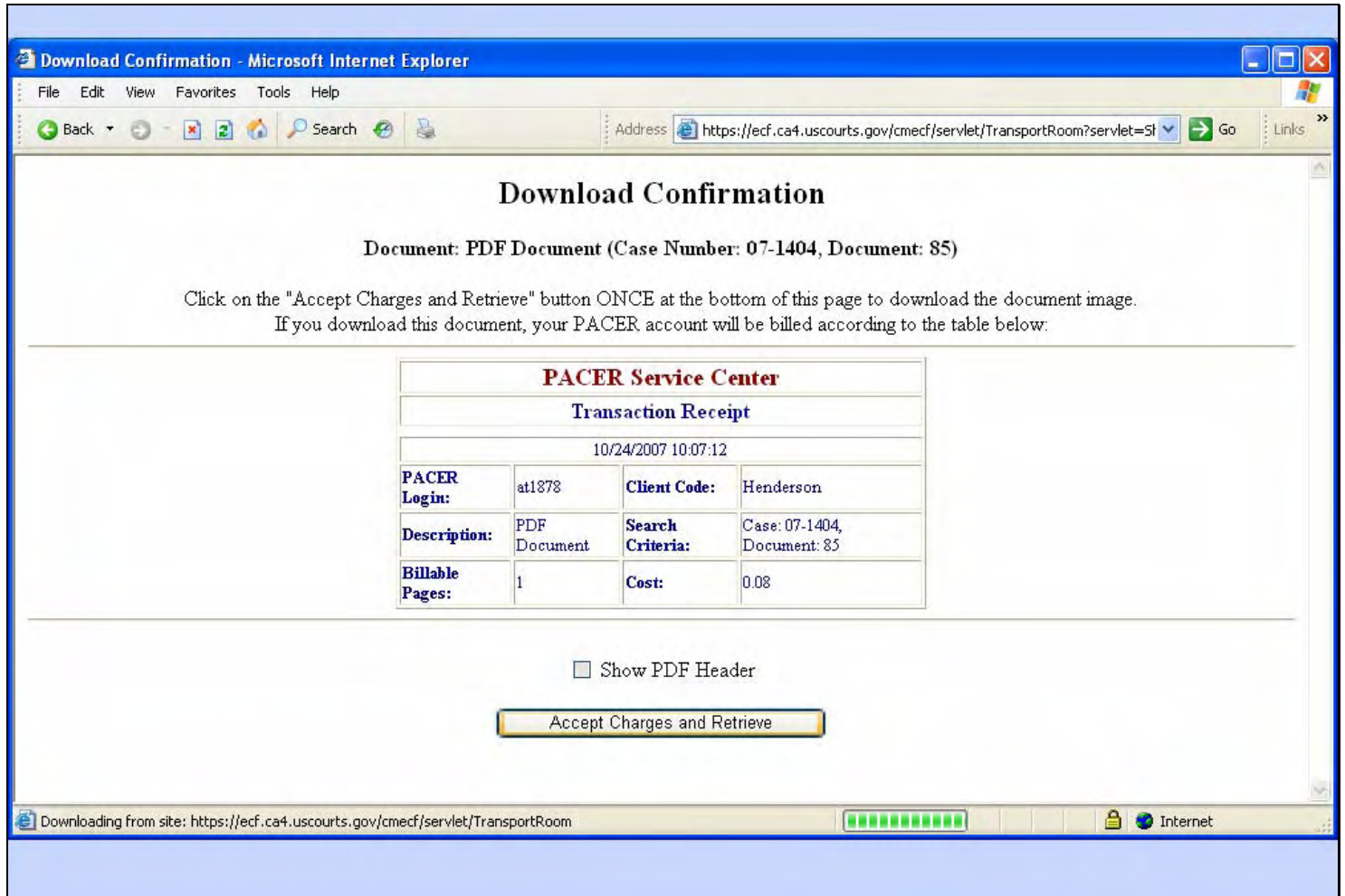
Slide notes

A Download Confirmation message is displayed. By the way, if you had submitted more than one PDF document with your filing, you would have seen a screen to select which of the documents you want to see.

CM/ECF can also show a header on each PDF document. This header will add the case number and title at the top of each page of the document.

Click the Accept Charges and Retrieve button.

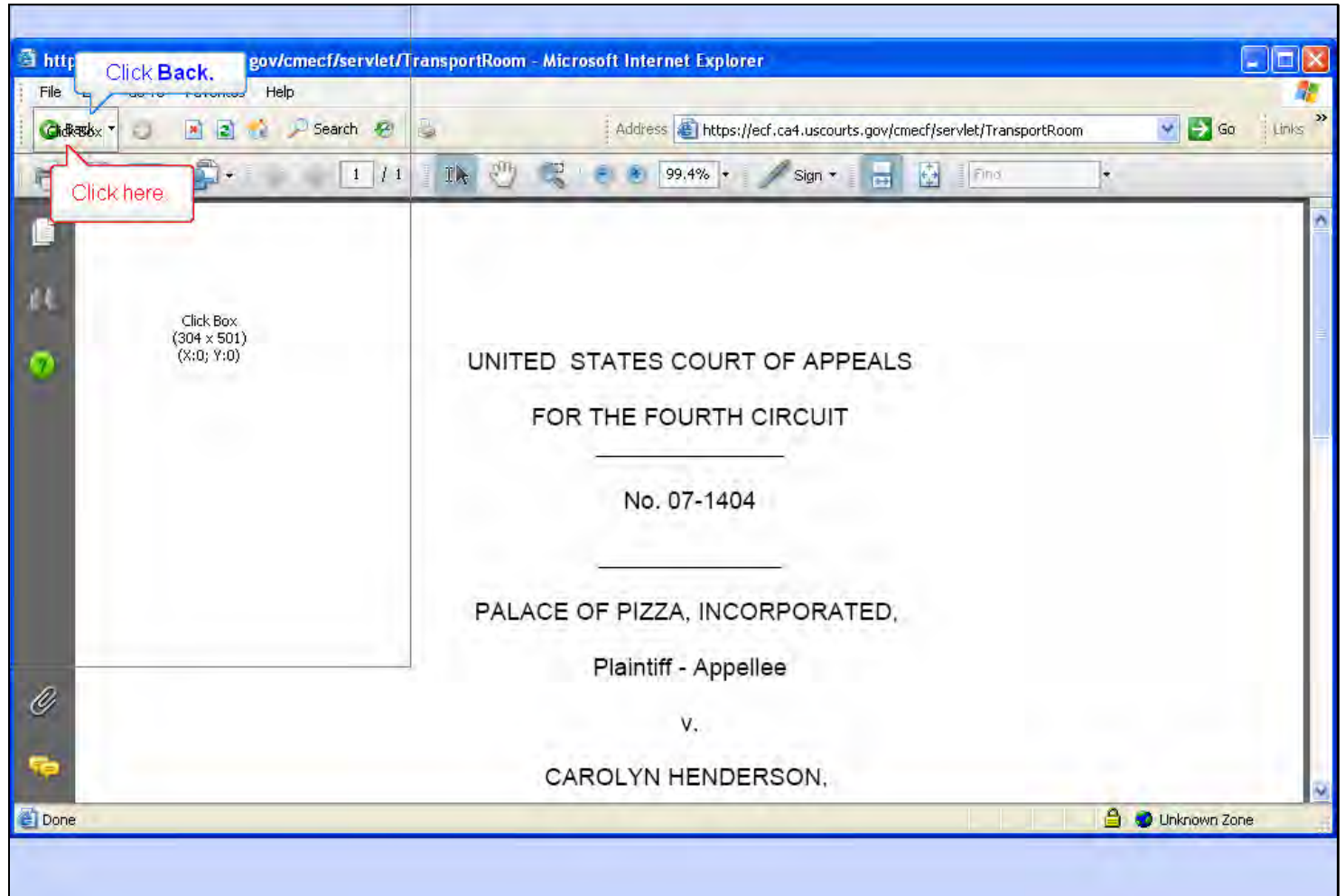
Slide 58 - Slide 58



Slide notes

(Note: This is a transitional slide.)

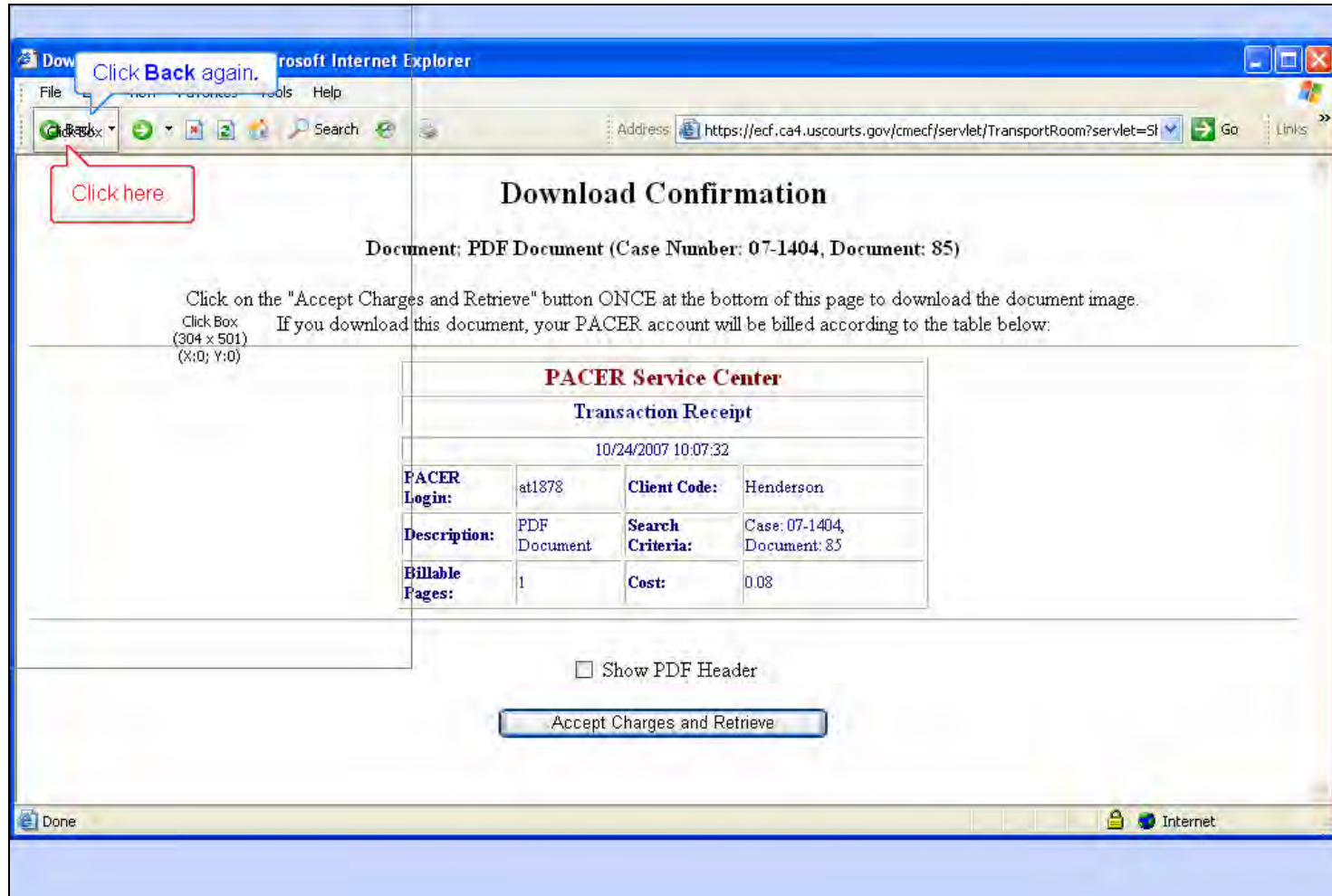
Slide 59 - Slide 59



Slide notes

And we can see the brief we filed. Click the browser's Back button.

Slide 60 - Slide 60



Slide notes

And click Back one more time.

Slide 61 - Slide 61

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf brief of appellant.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

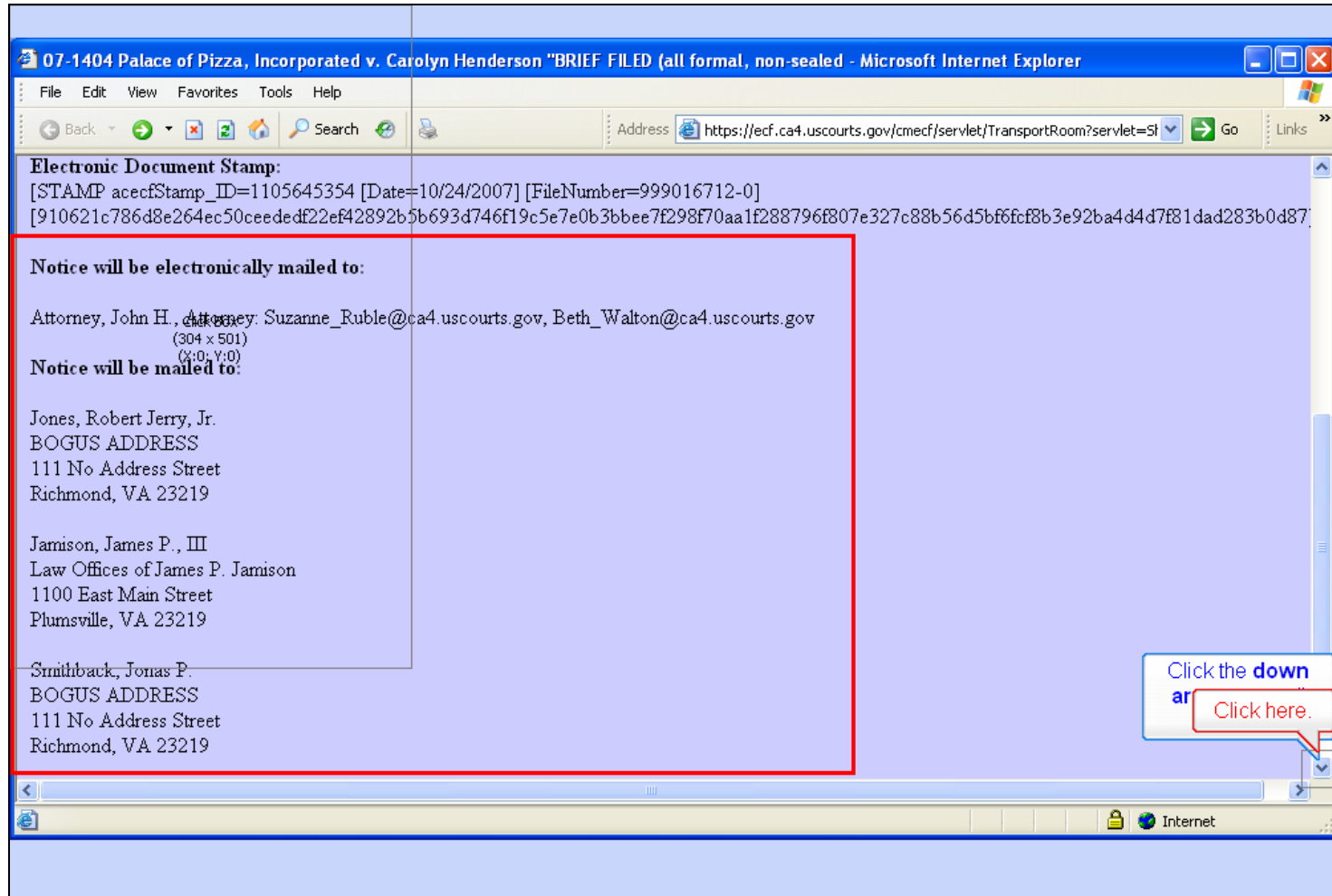
<https://ecf.ca4.uscourts.gov/docs1/00408478909> Internet

Click the down arrow to scroll
Click here.

Slide notes

And we're back to the NDA. To see the rest of the notice, click the down arrow in the scroll bar.

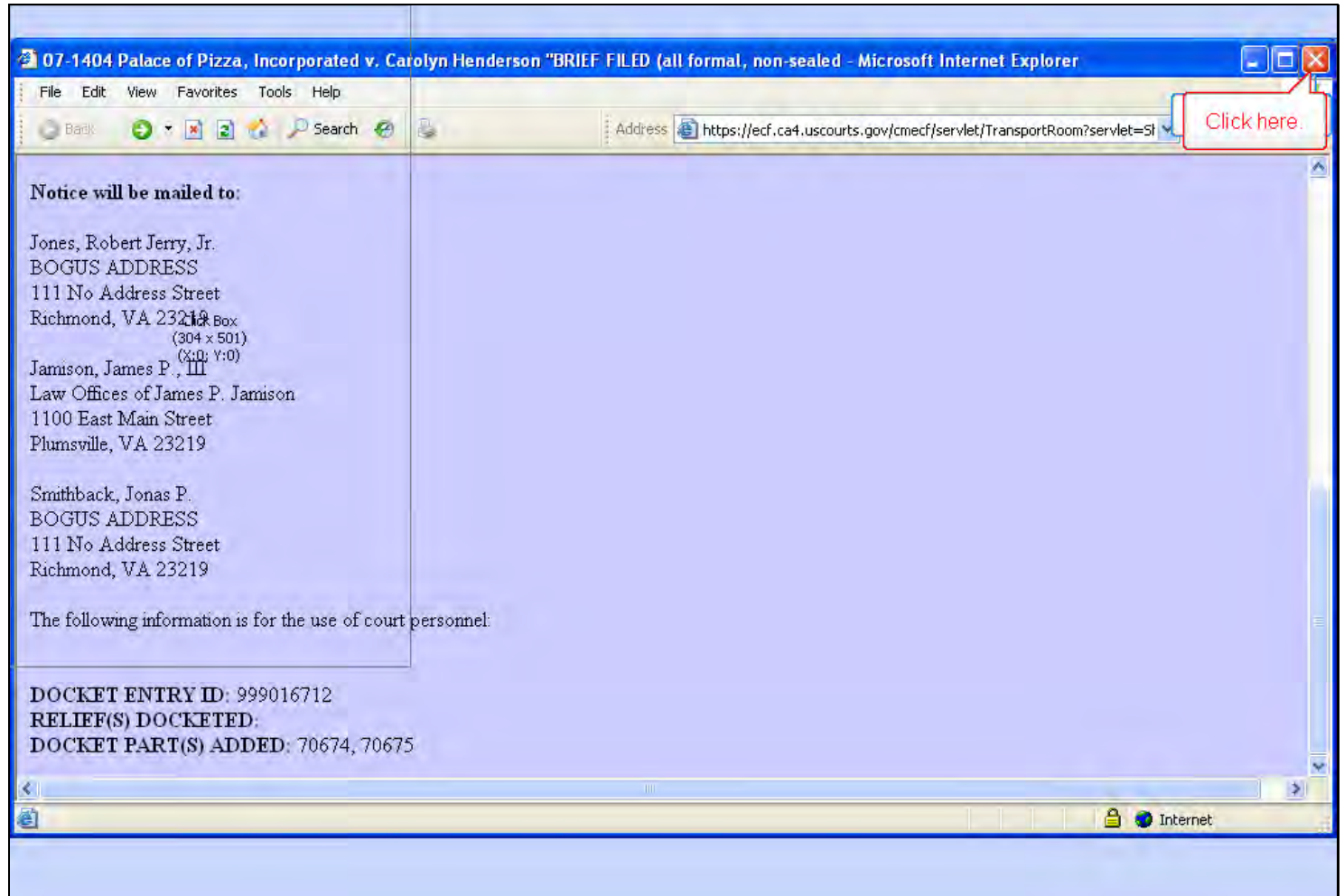
Slide 62 - Slide 62



Slide notes

Near the bottom of the notice is information about how the notice will be distributed to various people. Scroll down some more.

Slide 63 - Slide 63



Slide notes

Now that we've seen the entire notice, close the NDA by clicking its close button.

Slide 64 - Logout

Docketing Please Select

Docketing Reports Utilities **Logout** Help

Click Logout. Click here.

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Click Box (304 x 501) (X:0; Y:0)

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done. Since it's important to log out when you're done, click Logout in the CM/ECF menu.

Slide 65 - Slide 65

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Incorporated v. Carolyn Henderson

Click **Logout CM/ECF**.

Click here.

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

Now click Logout CM/ECF.

Slide 66 - Slide 66

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Logout CMI/ECF a, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

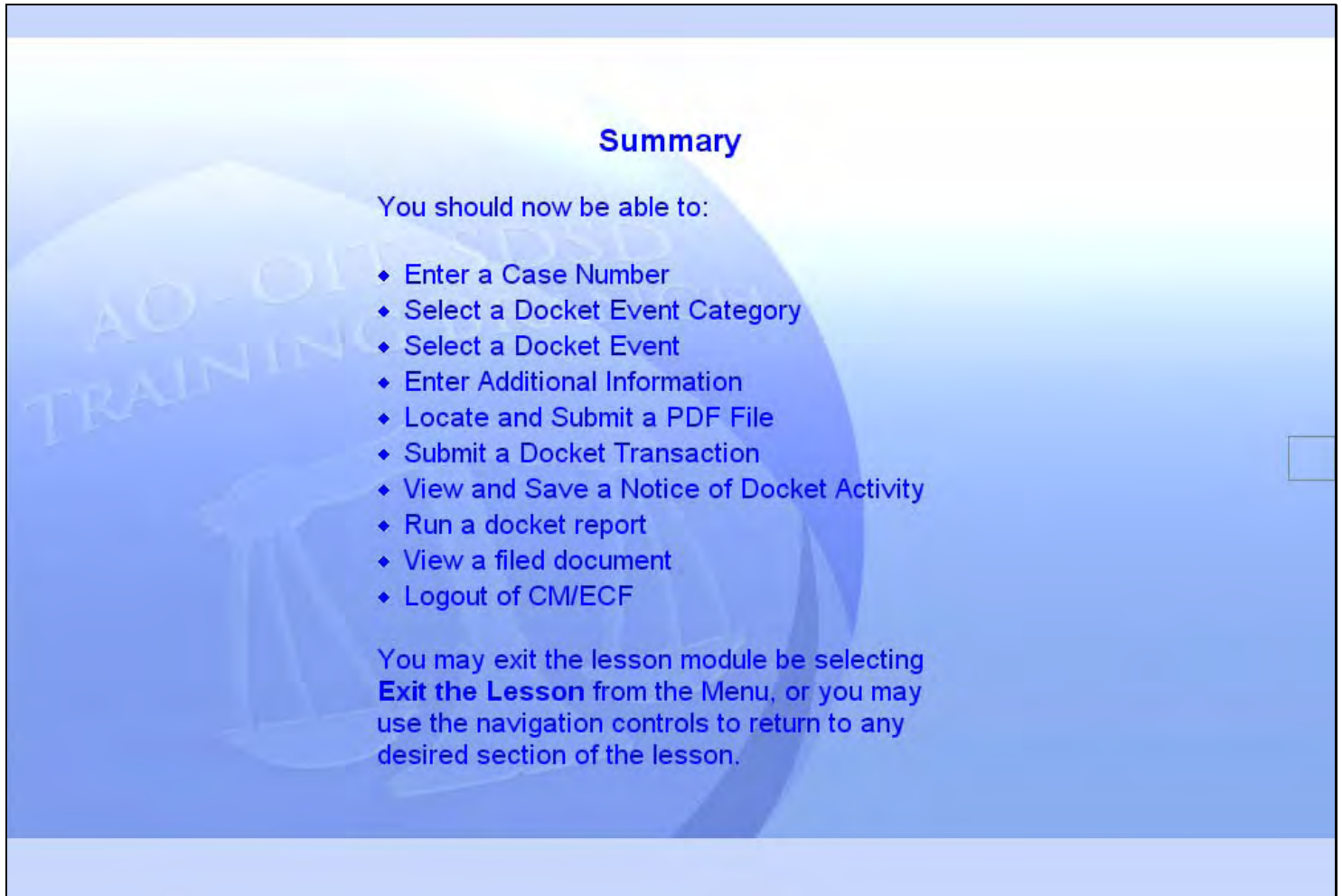
Slide notes

(Note: This is a transitional slide.)

The screenshot displays the CM/ECF Appellate Docketing system interface. The main window is titled "Docketing Please Select" and includes a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". The case name "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson" is shown at the top. The "Event Selection" screen is active, displaying a list of events to select for filing. A "Confirm Logout" dialog box is overlaid on the screen, asking "Logout of CM/ECF?" with "Yes" and "No" buttons. A red box highlights the "Yes" button with the text "Click here." and a blue box highlights the "Yes" button with the text "Click Yes." The background shows the "Event Selection" screen for Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson, with a list of events to select.

Confirm you want to logout by clicking the Yes button.

Slide 68 - Summary

The slide has a blue gradient background with a faint watermark of a classical building facade and the text 'AO-OF TRAINING'. The title 'Summary' is centered at the top in a bold, dark blue font. Below the title, the text 'You should now be able to:' is followed by a bulleted list of ten tasks. At the bottom, a paragraph explains how to exit the lesson module, with 'Exit the Lesson' highlighted in bold. A small, empty rectangular box is located on the right side of the slide.

Summary

You should now be able to:

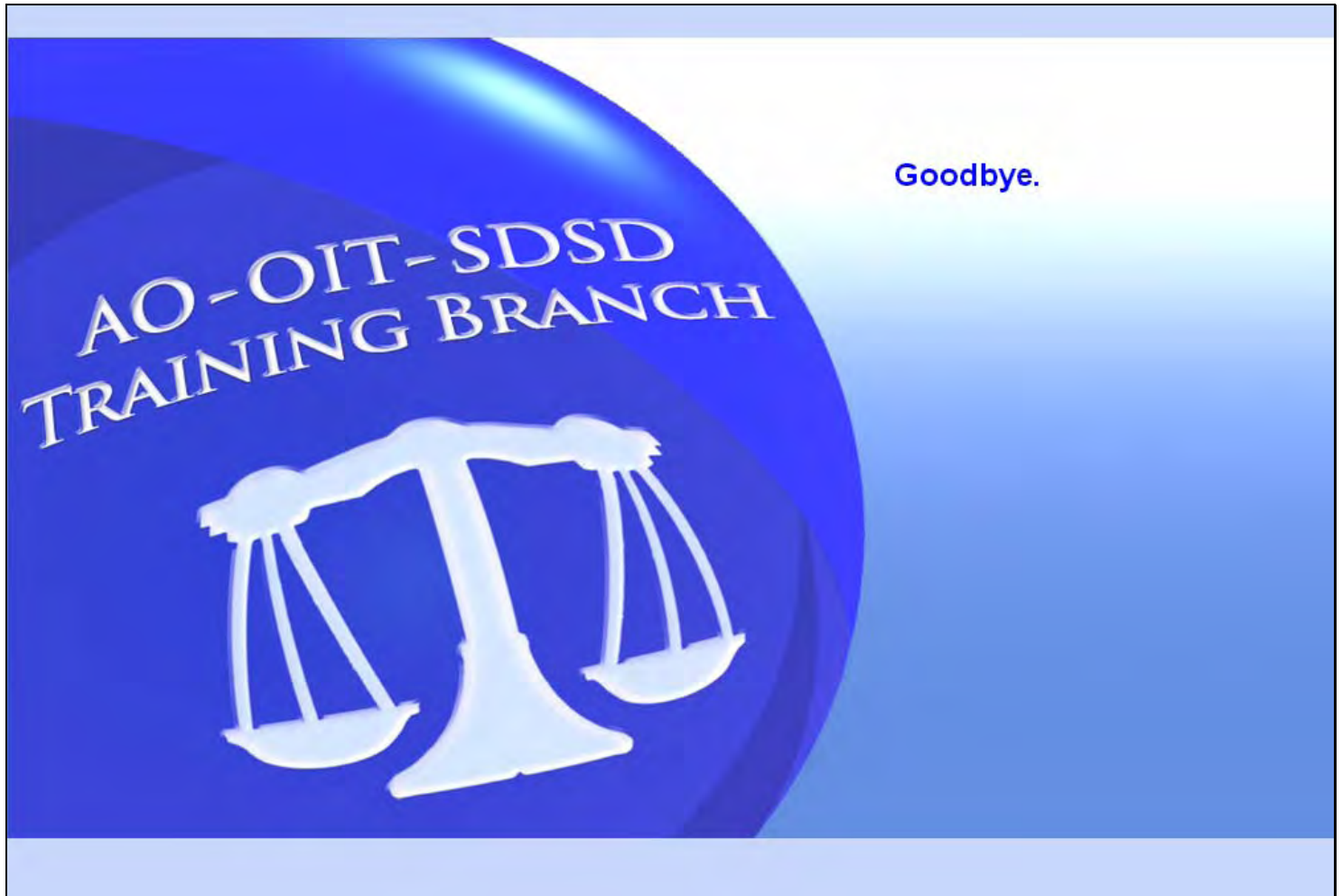
- ◆ Enter a Case Number
- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Enter Additional Information
- ◆ Locate and Submit a PDF File
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity
- ◆ Run a docket report
- ◆ View a filed document
- ◆ Logout of CM/ECF

You may exit the lesson module by selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 69 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Filing a Sealed Brief	Animation
 <p data-bbox="479 722 1079 926">Welcome to the lesson on Filing a Sealed Brief</p>	

Slide notes

Welcome to the lesson on Filing a Sealed Brief.

Slide 2 - Navigation

The screenshot shows a software interface for an Electronic Learning Module. It features a light blue background with a faint image of a person. A yellow information box in the upper right corner contains the following text:

Electronic Learning Module Version 1.0
Captivate Version 3.0
CM/ECF Version 2
Production Information:
Produced by: AO-OIT-SDSD-Training Branch
Contact Information:
<http://www.ca4.uscourts.gov/>
December 5, 2007

Instructions on the screen include:

- In order to closely simulate the CM/ECF you to follow that mimic the actual software.
- You may also use the playback controls ; you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.
- There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.
- These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.
- Roll your mouse over the red letter i near the upper right corner for lesson module version information.
- To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.
- Click the **Start** button when you're ready.

A red letter 'i' is visible in the upper right corner. A red callout box points to a 'START' button at the bottom center, with the text 'Click here.' inside it. A small text box on the left side of the screen says 'Click box (X:0, Y:0)'.

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

The slide has a blue gradient background with a faint, large watermark of a scale of justice and the text "AO OF THE DISTRICT COURT OF APPEALS TRAINING BRANCH". The title "Objectives" is centered in a bold, dark blue font. Below the title, the text "When you complete this lesson, you will be able to:" is displayed. A list of six objectives follows, each preceded by a blue diamond bullet point. At the bottom center, there is a blue button with the word "CONTINUE" in white. A red speech bubble with the text "Click here." points to the button. A small text box in the upper left corner of the slide content area reads "Click Box (304 x 501) (X:0; Y:0)".

Objectives

When you complete this lesson, you will be able to:

- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Enter Additional Information
- ◆ Locate and Submit a PDF File
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

Click the **Continue** button.

CONTINUE

Click here.

Click Box
(304 x 501)
(X:0; Y:0)

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ **Briefing Documents**
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click Briefing Documents.

Click here.

Slide notes

In this lesson we've already logged in to CM/ECF and selected Docketing from the CM/ECF main menu. If you need to review these steps, see the lesson module on Filing an Appearance of Counsel.

We will assume you are going to file a sealed version of your opening brief. You are now ready to select the appropriate event category. From the left pane, click the radio button for Briefing Documents.

Slide 5 - Slide 5

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Answers
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Click here.

Click **SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)**.

- ☒ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

From the list of events in the right pane that make up the Briefing Documents category, we see the event SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form). Remember, the SEALED BRIEF FILED docket entry automatically restricts electronic document access to the Court only. Therefore, the sealed brief must be served on counsel in paper form. Click the radio button for that event.

Slide 6 - Slide 6

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☒ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the Click here.

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Click Box (304 x 501) (X:0; Y:0)

Next select an event:

- ☐ Please Select
- ☐ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☒ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click the **Docket Event** button.

Click here.

Docket Event Reset

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☒ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transition slide.)

Slide 9 - Additional Information

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Select modifier if appropriate

Additional Information

Type of Brief: **Please Select**

Additional Information

Method of filing paper copies (4 copies)

'Please Select'

Additional Information

Date copies mailed dispatched or delivered:

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties Select All Clear All

PDF Document

Slide notes

Now we need to enter some additional information about our brief. The first drop-down list is for a modifier. The possible options include Amended, Corrected, and Supplemental. We'll leave that one blank. But we do need to indicate what kind of brief we are filing. To do so, click the down arrow for the Type of Brief drop-down list.

Slide 10 - Slide 10

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief: Please Select **

Method of filing
Click here. Opening Click Box
Response
Opening/Response
Response/Reply
Reply
Corrected
Supplemental Opening

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties Select All Clear All

PDF Document

Slide notes

From the drop-down list, click Opening.

Slide 11 - Slide 11

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Method of filing paper copies (4 copies marked sealed):
'Please Select'

Additional Information
Date copies mailed dispatched

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties Select All Clear All

PDF Document

Slide notes

Now click the down arrow for the drop-down list of methods of filing paper copies.

Slide 12 - Slide 12

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Method of filing paper copies (4 copies marked sealed):
Please Select*
Please Select*
mail
courier
and delivery

Date copies delivered:

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties Select All Clear All

PDF Document

CMI/ECF Appellate

Slide notes

In this example, click on courier.

Slide 13 - Slide 13

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate
[Dropdown]

Additional Information
Type of Brief:
Opening [Dropdown]

Additional Information
Method of filing paper copies (4 copies marked sealed):
courier [Dropdown]

Additional Information
Date copies mailed dispatched or delivered:
[Text Field]

Party Filer
Please select the filer(s) to apply your selection to all of the following cases.

Enter 10/23/2007. Try the date again. [Apply]

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

In the date field, enter 10/23/2007.

Slide 14 - Slide 14

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Select modifier if appropriate
[Dropdown]

Additional Information
Type of Brief:
Opening [Dropdown]

Additional Information
Method of filing paper copies (4 copies marked sealed):
courier [Dropdown]

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click the check box for Carolyn Henderson.

Display All Parties [Button] Select All [Button] Clear All [Button]

PDF Document

Slide notes

Now to indicate the party filer of the brief, click the check box for Carolyn Henderson.

Slide 15 - Slide 15

Slide notes

Click the down arrow to scroll down.

Slide 16 - Browse for PDF

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: **Browse...**

Click here.

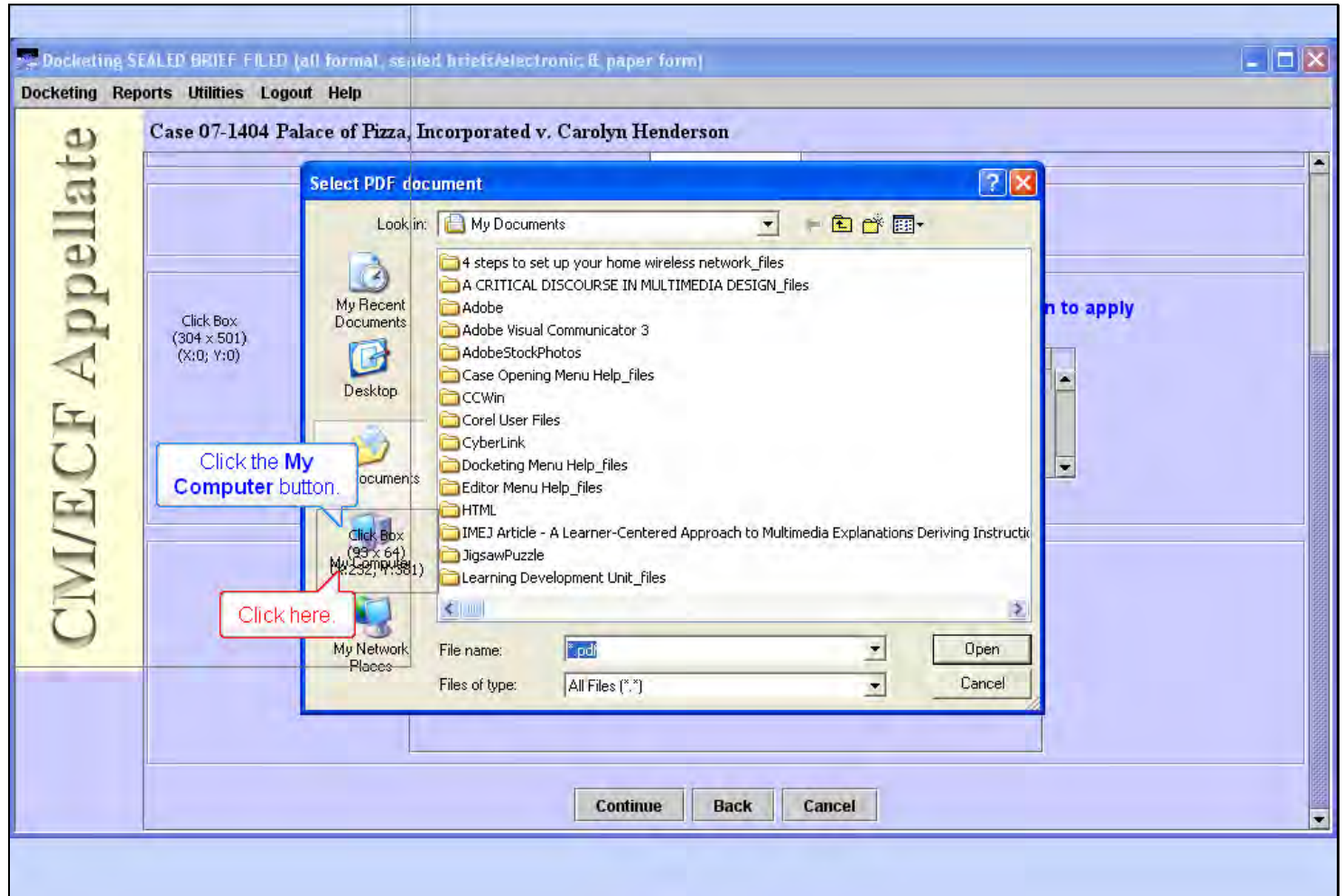
Click the Browse button.

Continue Back Cancel

Slide notes

We're now ready to find the PDF file that is our brief. To find it, click the Browse button.

Slide 17 - Slide 17

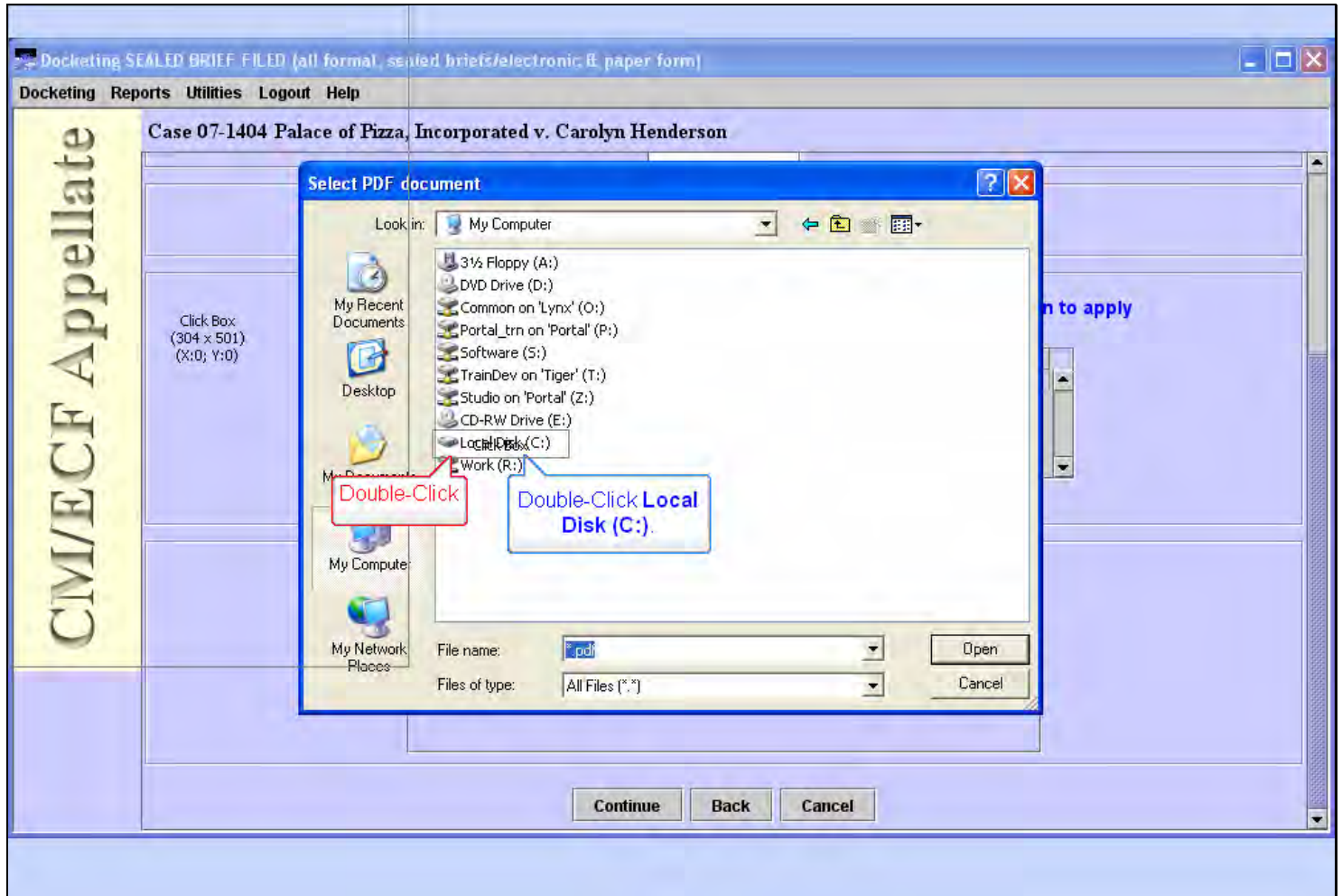


Slide notes

A Select PDF document dialog box pops up. By the way, for more information about how to find files on your computer, see the lesson module on Windows Navigation.

To browse to the correct folder, click the My Computer button.

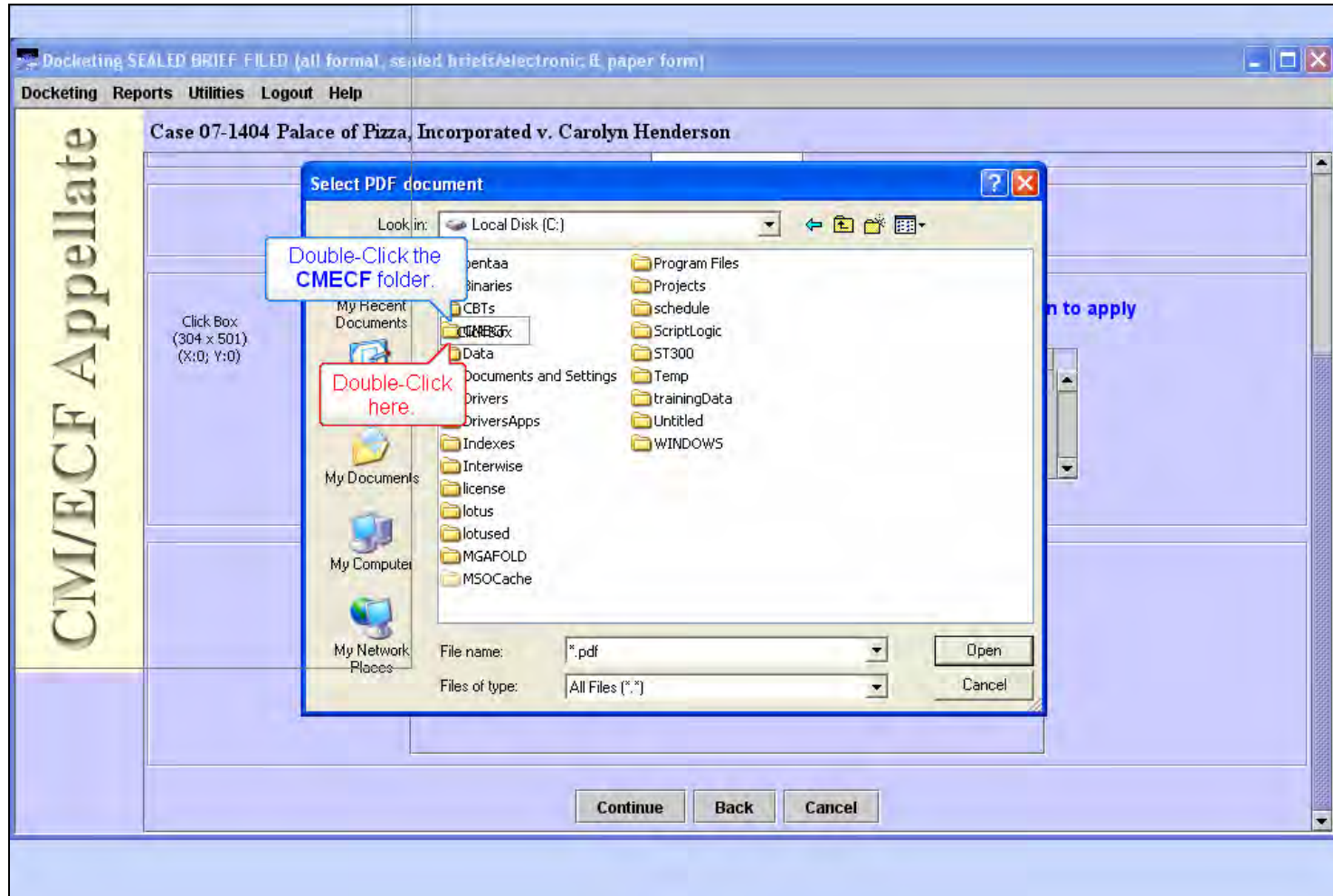
Slide 18 - Slide 18



Slide notes

Double-click the Local Disk (C:) item to open it up.

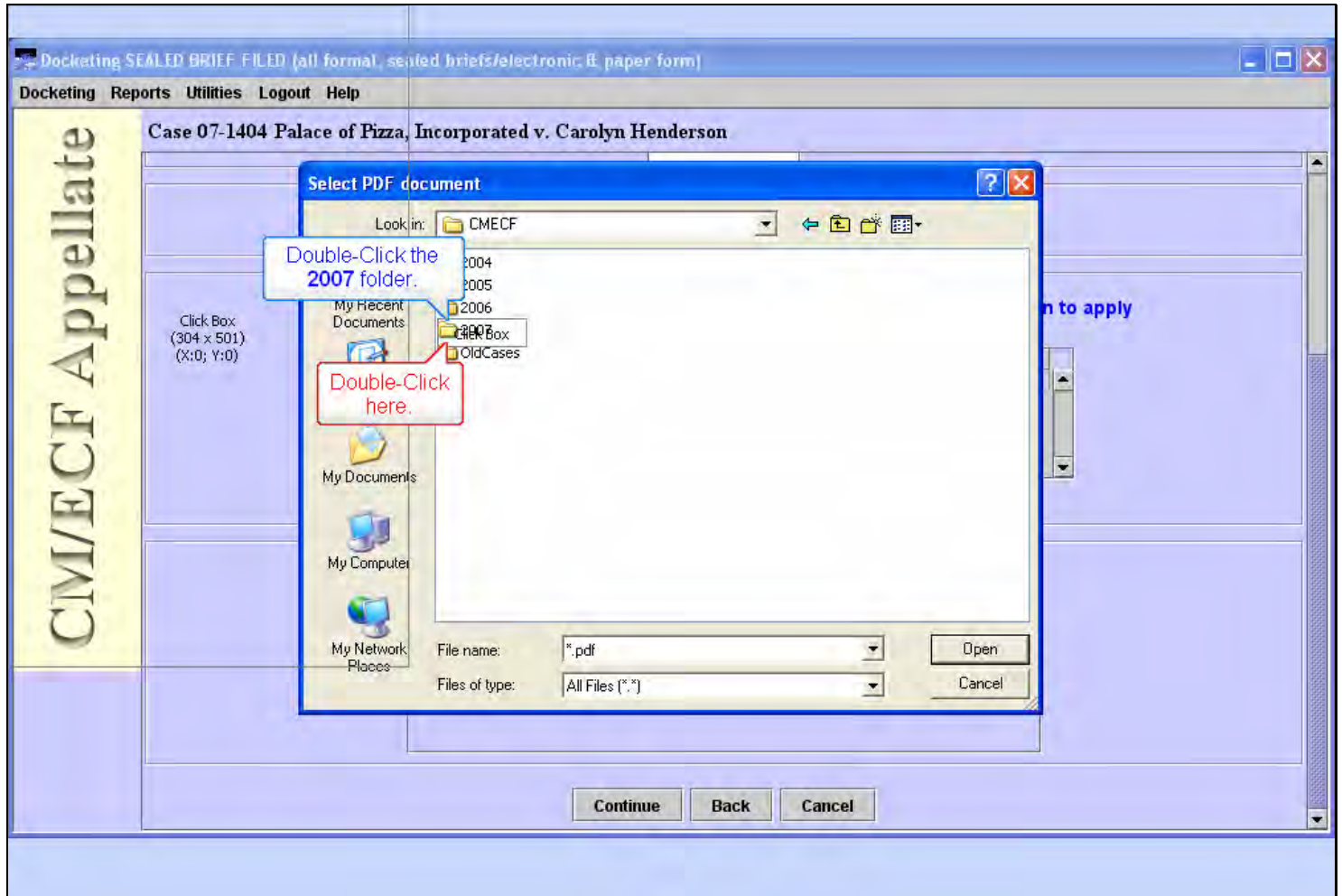
Slide 19 - Slide 19



Slide notes

Now double-click the CMECF folder to open it.

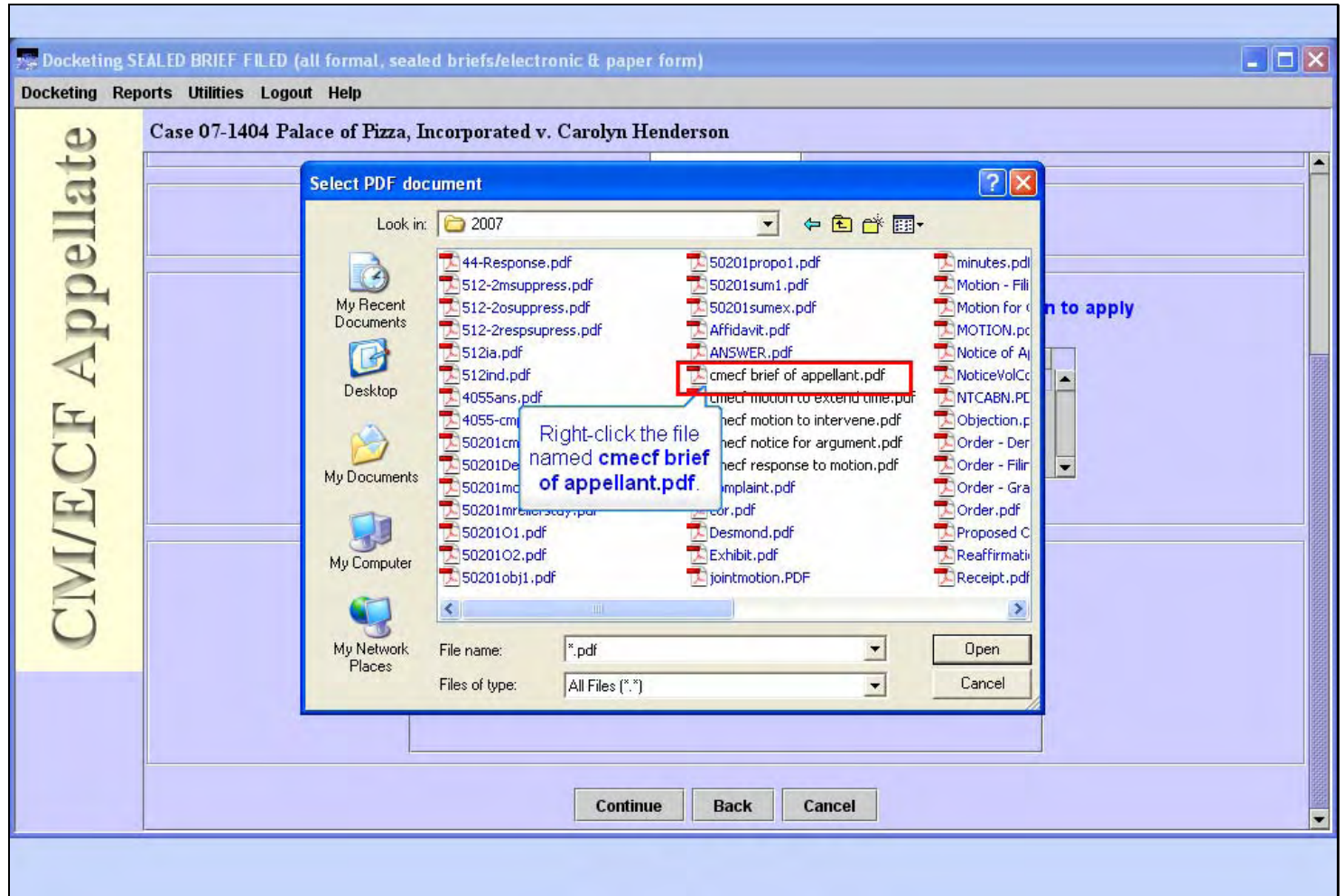
Slide 20 - Slide 20



Slide notes

Now double-click the 2007 folder.

Slide 21 - Slide 21

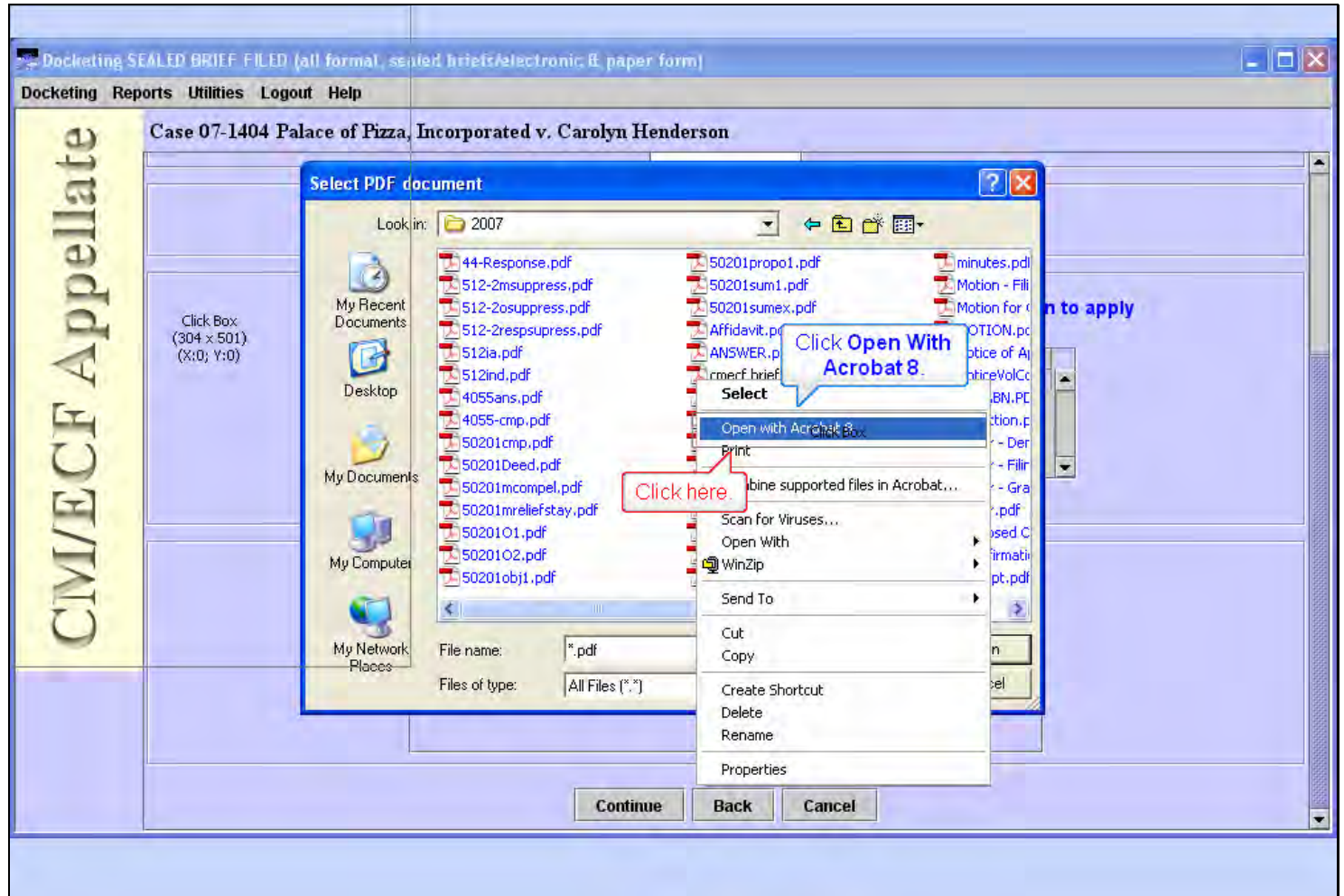


Slide notes

We are now looking at all the PDF files in the 2007 folder. The one that is our sealed brief is cmecf brief of appellant.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

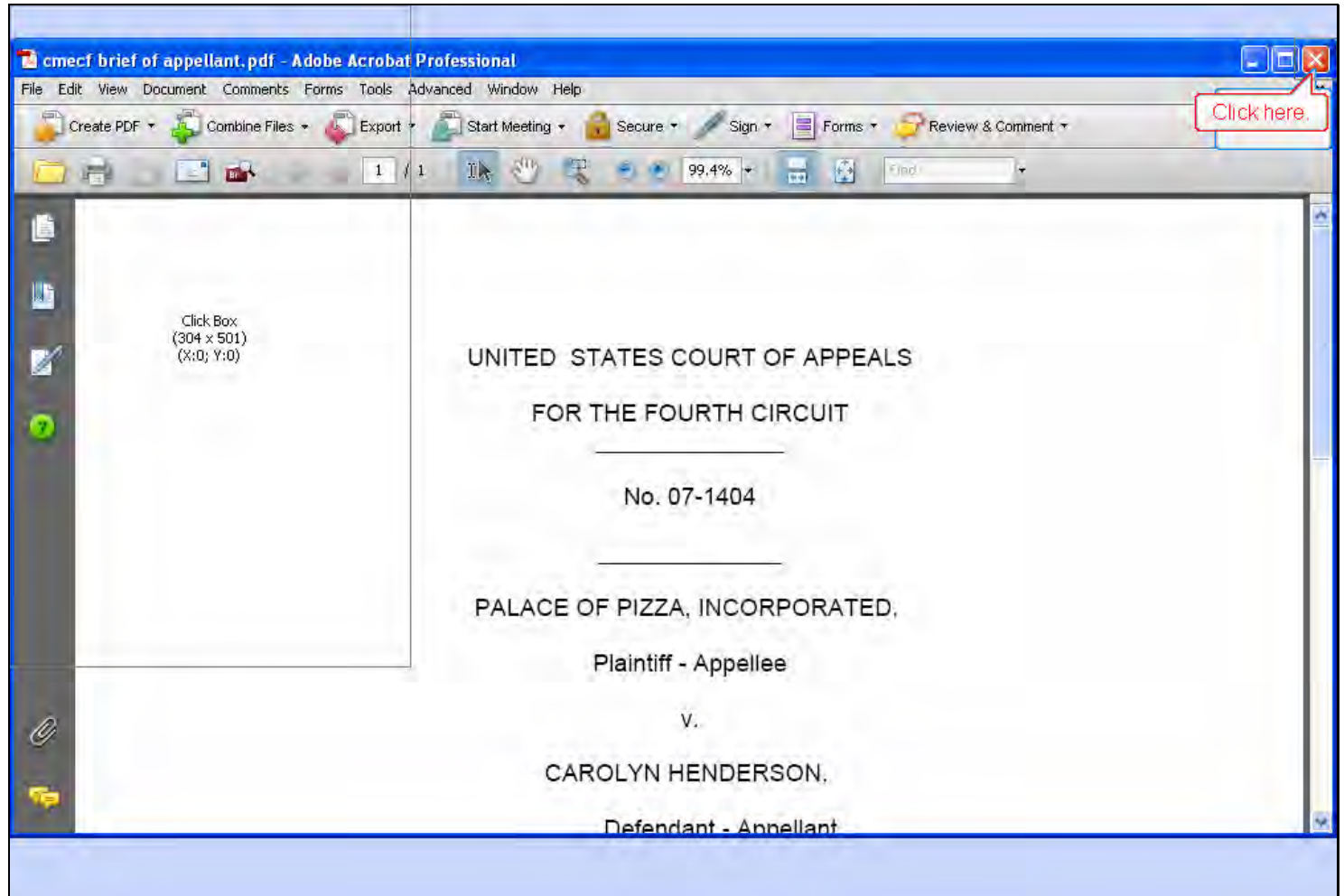
Slide 22 - Slide 22



Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

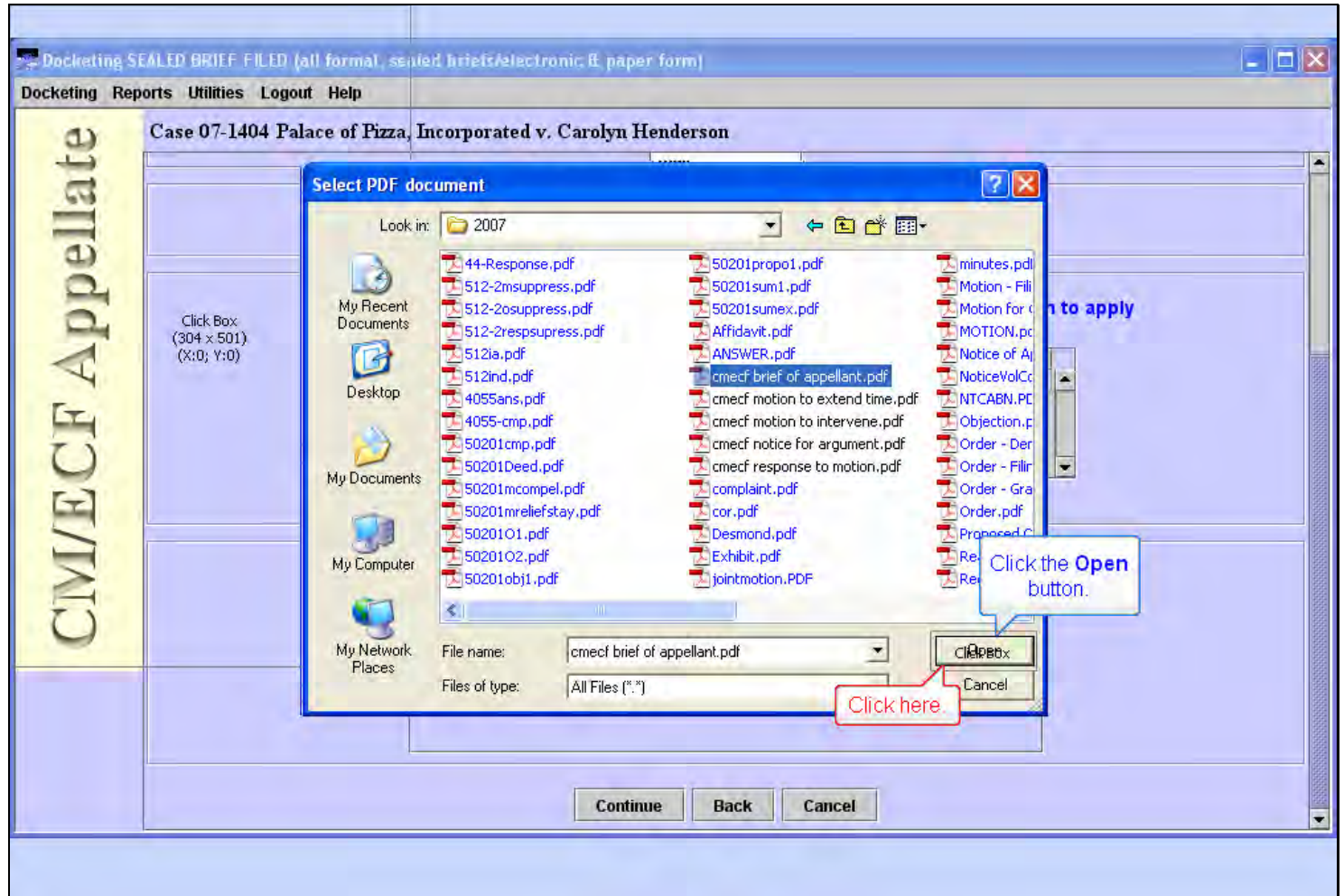
Slide 23 - Slide 23



Slide notes

And Adobe Acrobat opens the file so you can verify that it's the correct opening brief. Now that we're sure this is the right document, close the Acrobat window by clicking its close button.

Slide 24 - Slide 24



Slide notes

Now click the Open button.

Slide 25 - Slide 25

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: Browse...

Add Another

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 26 - Slide 26

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF12007\cmecf brief of appellant.pdf Browse...

Add Another

Click the Continue button.

Click here.

Continue Back Cancel

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the brief, you would click the Add Another button and repeat the process.

Now click the Continue button.

Slide 27 - Slide 27

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF\2007\cmecf brief of appellant.pdf Browse...

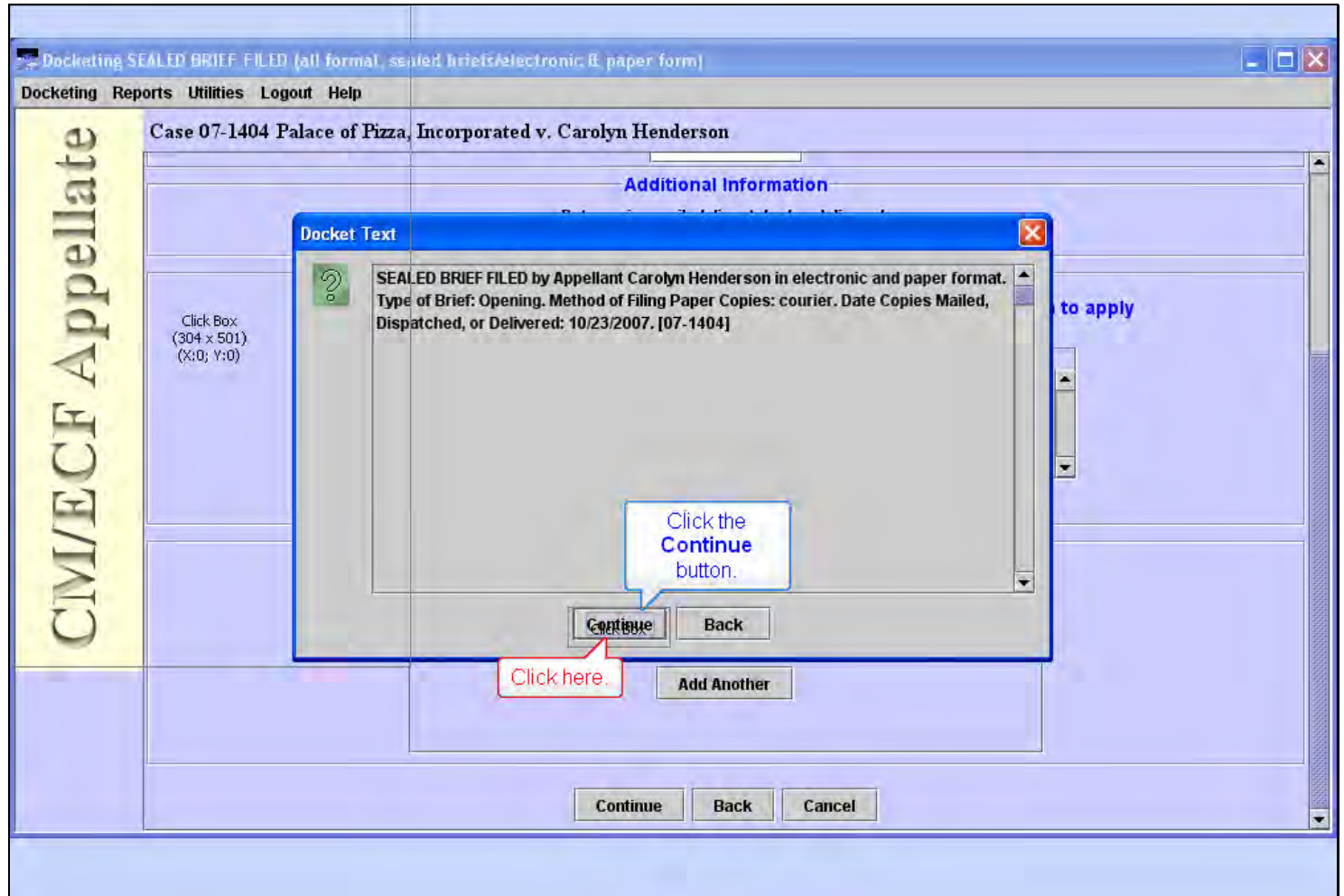
Add Another

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 28 - Slide 28



Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 29 - Submit the Transaction

The screenshot shows a web application window titled "Docketing SEALED BRIEF FILED [all formal, sealed brief/electronic & paper form]". The main menu includes "Docketing", "Reports", "Utilities", "Logout", and "Help". The case name is "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson". Under "Additional Information", the "Date copies mailed dispatched or delivered:" is set to "10/23/2007". A vertical banner on the left reads "CMI/ECF Appellate". A "Click Box: (304 x 501) (X:0, Y:0)" is present. An "Event Review" dialog box is open, warning: "Attention! Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." It lists the filing details: "SEALED BRIEF FILED by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: courier. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [07-1404]". The dialog has "Submit" and "Back" buttons. A red callout points to the "Submit" button with the text "Click here...". A blue callout points to the "Submit" button with the text "Click the Submit button." Below the dialog, a document list shows "7cmecf brief of appellant.pdf" with a "Browse..." button. An "Add Another" button is also present. At the bottom of the main window are "Continue", "Back", and "Cancel" buttons.

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 30 - Slide 30

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 31 - Slide 31

The screenshot displays the 'Docketing SEALED BRIEF FILED' window. The title bar indicates the window is for 'all formal, sealed briefs/electronic & paper form'. The menu bar includes 'Docketing', 'Reports', 'Utilities', 'Logout', and 'Help'. The main content area shows 'Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson'. Under 'Additional Information', the 'Date copies mailed dispatched or delivered:' is set to '10/23/2007'. The 'Party Filer' section prompts the user to 'Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.' A list of filers is shown, with 'Henderson' selected. A confirmation dialog box titled 'Event Docketed' is open, displaying the message 'The docketed transaction has been completed.' and an 'OK' button. A red callout box points to the 'OK' button with the text 'Click here.' and a blue callout box points to the 'OK' button with the text 'Click the OK button.' The 'Document' field shows the path 'C:\MECF\2007\cmecf brief of appellant.pdf' and a 'Browse...' button. At the bottom, there are 'Continue', 'Back', and 'Cancel' buttons.

CM/ECF Appellate

Docketing SEALED BRIEF FILED [all formal, sealed briefs/electronic & paper form]

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Click Box (304 x 501) (X:0; Y:0)

Event Docketed

The docketed transaction has been completed.

OK

Click here.

Click the OK button.

Short Title
Palace of Pizza, Inc...

Clear All

Document: C:\MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

Continue Back Cancel

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 32 - Slide 32

Docketing SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Date copies mailed dispatched or delivered:
10/23/2007

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 33 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "SEALED BRIEF FILED (all formal, sea - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

Click here.

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Click Box
(304 x 501)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

SEALED BRIEF FILED by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper. Copies: courier. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [07-1404]

The following document(s) are associated with this transaction:

Document Description: SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Original Filename: cmecf brief of appellant.pdf

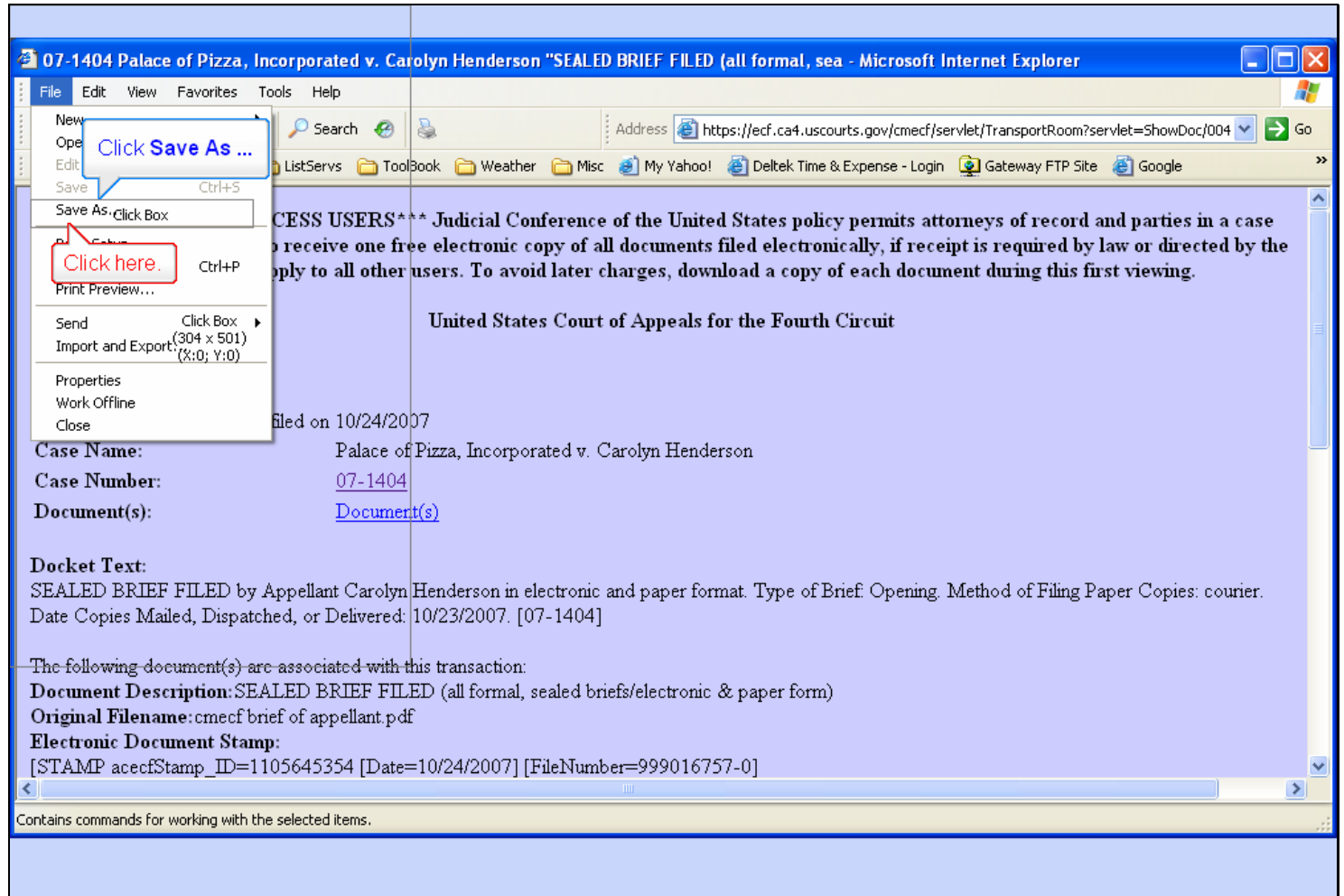
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016757-0]]

Done Internet

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

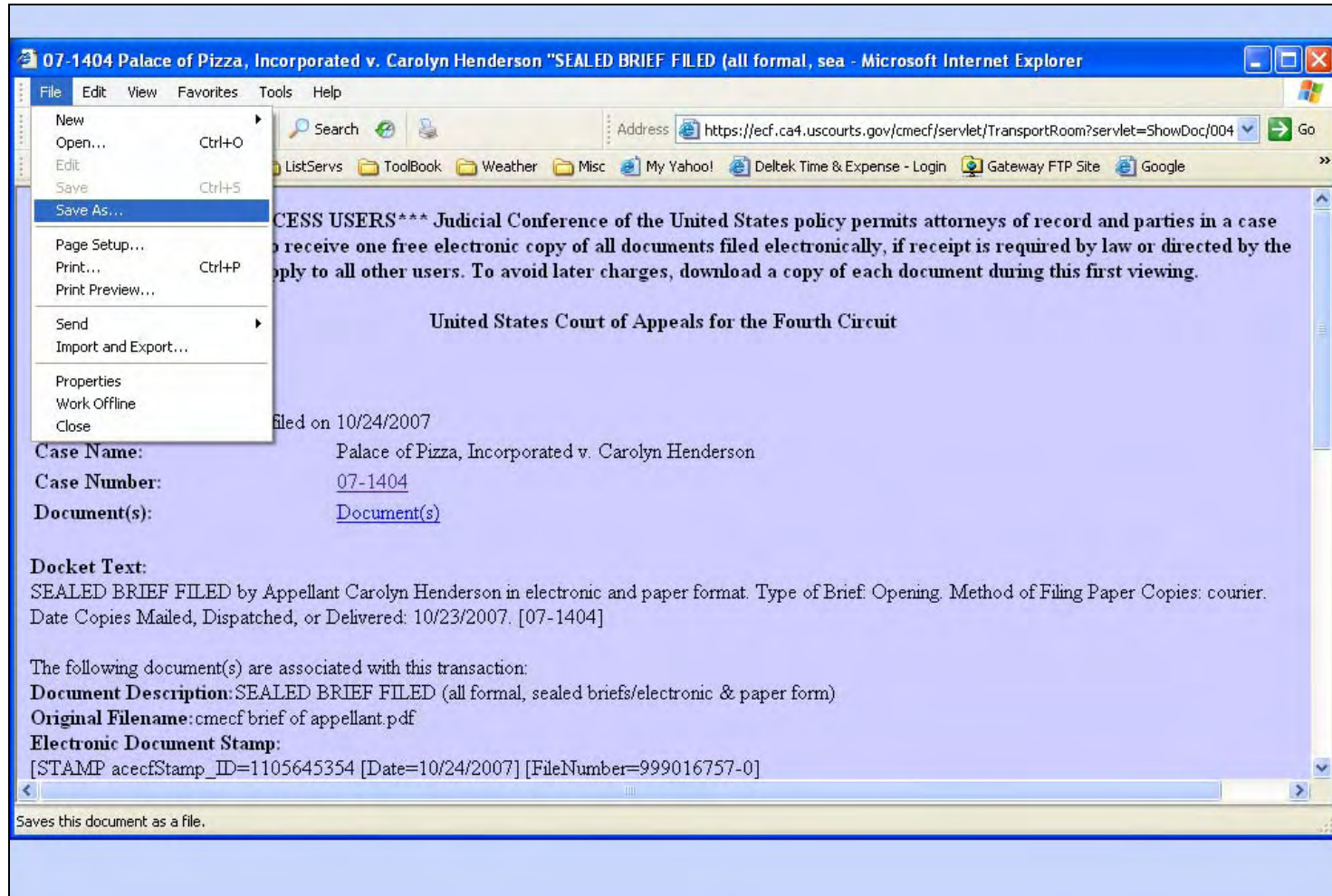
Slide 34 - Slide 34



Slide notes

Now click Save As ...

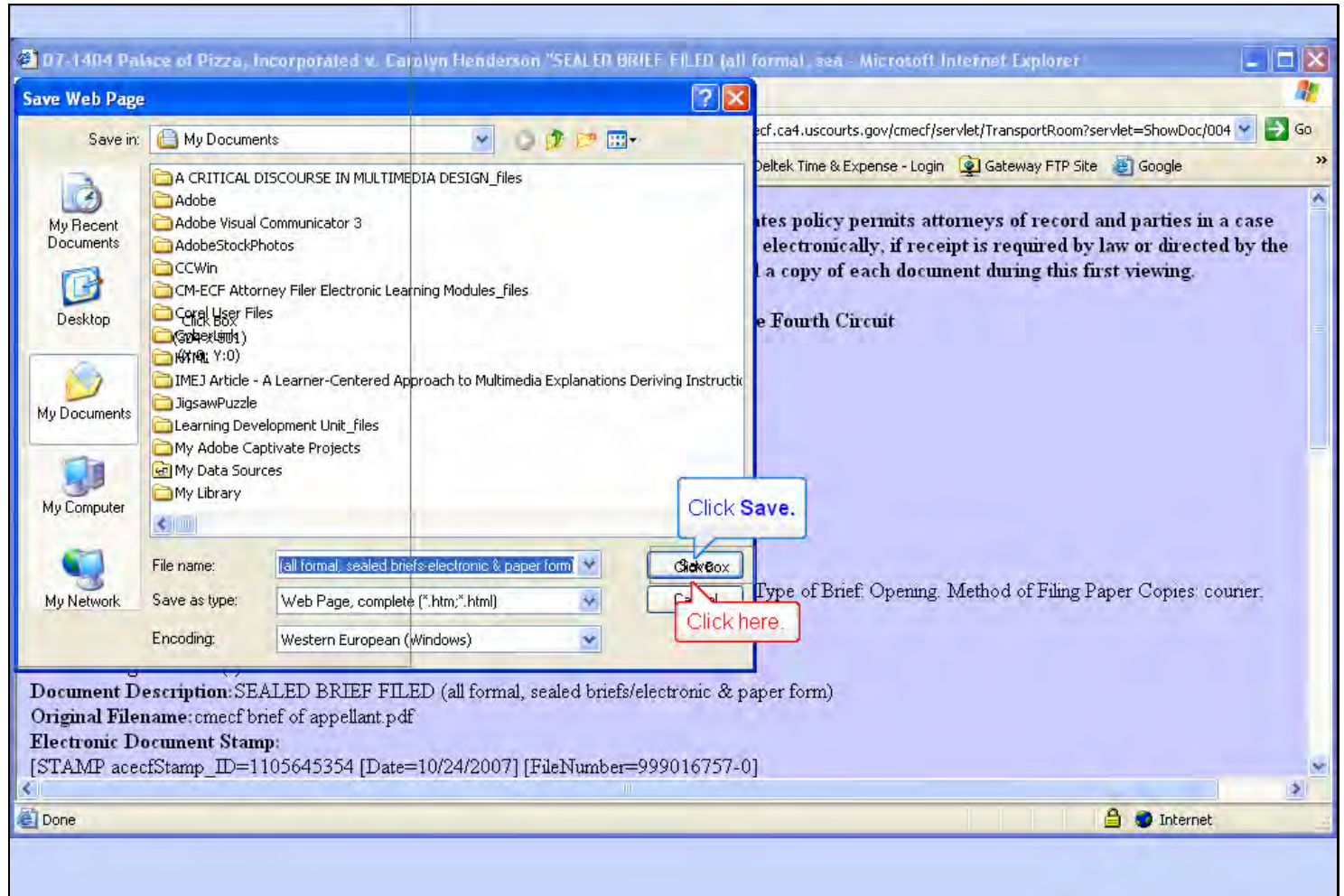
Slide 35 - Slide 35



Slide notes

(Note: This is a transition slide.)

Slide 36 - Slide 36



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 37 - Slide 37

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "SEALED BRIEF FILED (all formal, sea - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDo>

Links Captivate CMECF ListServs ToolBook Weather Misc My Yahoo! Deltak Time & Expense - Login Gateway FTP Site Google

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Click Box
(304 x 501)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
SEALED BRIEF FILED by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper. Copies: courier.
Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [07-1404]

The following document(s) are associated with this transaction:

Document Description: SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)

Original Filename: cmecf brief of appellant.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016757-0]

Done

Internet

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 38 - Slide 38

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

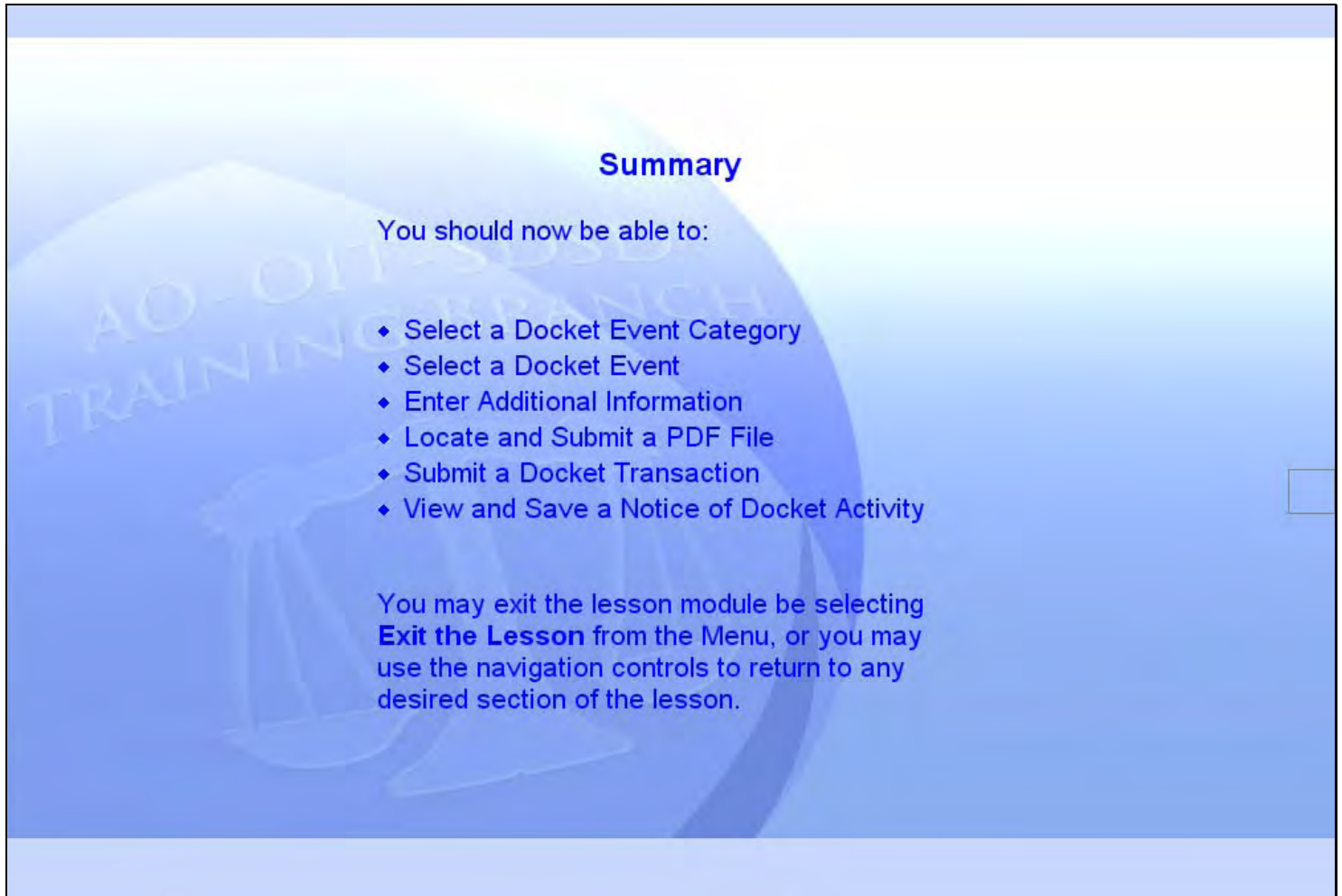
Case	Event	Apply
07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)		<input checked="" type="radio"/>

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 39 - Summary

The slide has a light blue background with a faint watermark of a scale of justice and the text "AO-OF-2005 TRAINING BRANCH". The title "Summary" is centered at the top in a bold, dark blue font. Below the title, the text "You should now be able to:" is followed by a bulleted list of six items. The final paragraph states that the user can exit the lesson module by selecting "Exit the Lesson" from the Menu or by using navigation controls to return to any desired section of the lesson.

Summary

You should now be able to:

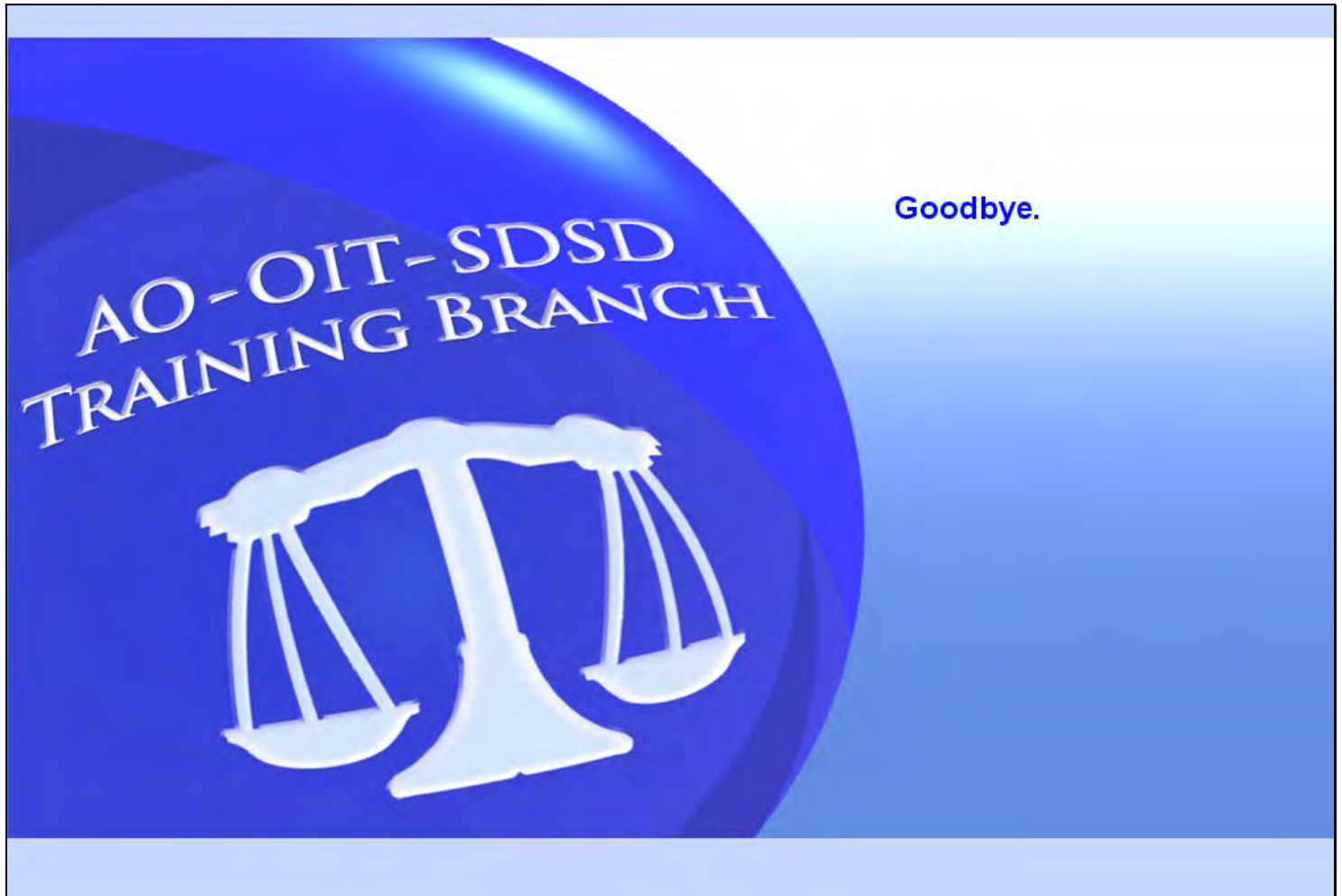
- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Enter Additional Information
- ◆ Locate and Submit a PDF File
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

You may exit the lesson module by selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 40 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Filing a Certificate of Confidentiality	Animation
	

Slide notes

Welcome to the lesson on Filing a Certificate of Confidentiality.

Slide 2 - Navigation

In order to closely simulate the CM/ECF a you to follow that mimic the actual software.

You may also use the playback controls a you may rewind to the beginning of the les back through the lesson. The playback co the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter i near the upper right corner for lesson module version information.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

Electronic Learning Module Version 1.0

Captivate Version 3.0
CM/ECF Version 2
Production Information:
Produced by: AO-OIT-SDSD-Training Branch
Contact Information:
<http://www.ca4.uscourts.gov/>
December 26, 2007

Click Box
(X:0; Y:0)

Click here,

START

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

The slide has a blue background with a faint image of a building. The title 'Objectives' is in blue. Below it, the text 'When you complete this lesson module, you will be able to:' is in blue. A list of five objectives follows, each preceded by a blue diamond. At the bottom, there is a blue 'CONTINUE' button. A red speech bubble points to the button with the text 'Click here.' A small text box on the left side of the slide contains the text 'Click Box (274 x 454) (X:0; Y:0)'.

Objectives

When you complete this lesson module, you will be able to:

- ♦ Select a Docket Event Category
- ♦ Select a Docket Event
- ♦ Locate and Submit a PDF File
- ♦ Submit a Docket Transaction
- ♦ View and Save a Notice of Docket Activity

Click the **Continue** button.

Click here.

CONTINUE

Click Box
(274 x 454)
(X:0; Y:0)

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Select Event

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (274 x 454) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Affidavits of service served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed

Click here.

Click the radio button for **Certificate of confidentiality filed.**

Then check the box(es) for each additional case in which this event should be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

Remember, if the only material being sealed is material that was sealed in the District Court and personal data identifiers, the sealed version of your brief must be accompanied by a Certificate of Confidentiality. We will assume you have filed a sealed brief and are now filing your Certificate of Confidentiality. You've already logged in to CM/ECF, selected Docketing, and entered your case number. (For information on how to do those things, see the lesson module on Filing an Appearance of Counsel.)

You're now ready to select the appropriate event for the certificate. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the correct category in the left pane - Forms, Notices & Filing Fees - is already selected. And the events in the right pane are those that belong to that category. Certificate of confidentiality filed is in the list, so click the radio button for that event.

Slide 5 - Slide 5

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (274 x 454) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☒ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the **Click here** button.

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 6 - Slide 6

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☒ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Click Box (274 x 454) (X:0; Y:0)

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click here.

Click the Docket Event button.

Docket Event

Slide notes

Now click the Docket Event button.

Slide 7 - Slide 7

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☒ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transition slide.)

Slide 8 - Party Filer

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Select the filer(s) below. In consolidated cases, use the All Cases button to apply selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (274 x 454) (X:0; Y:0)

Click here.

Display All Parties All Cases Select All Clear All

PDF Document

Document: Browse...

Add Another

Additional Information

Sealing required (Y/N): Yes

Additional Information

Description of document referenced by certificate

CMI/ECF Appellate

Slide notes

Now we need to select the party filer. Click the check box for Carolyn Henderson.

Slide 9 - Browse for PDF

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (274 x 454) (X:0; Y:0)

Display All Parties All Cases Select All Clear All

PDF Document

Document:

Click here.

Click the Browse... button.

Additional Information

Sealing required (Y/N): Yes ▼

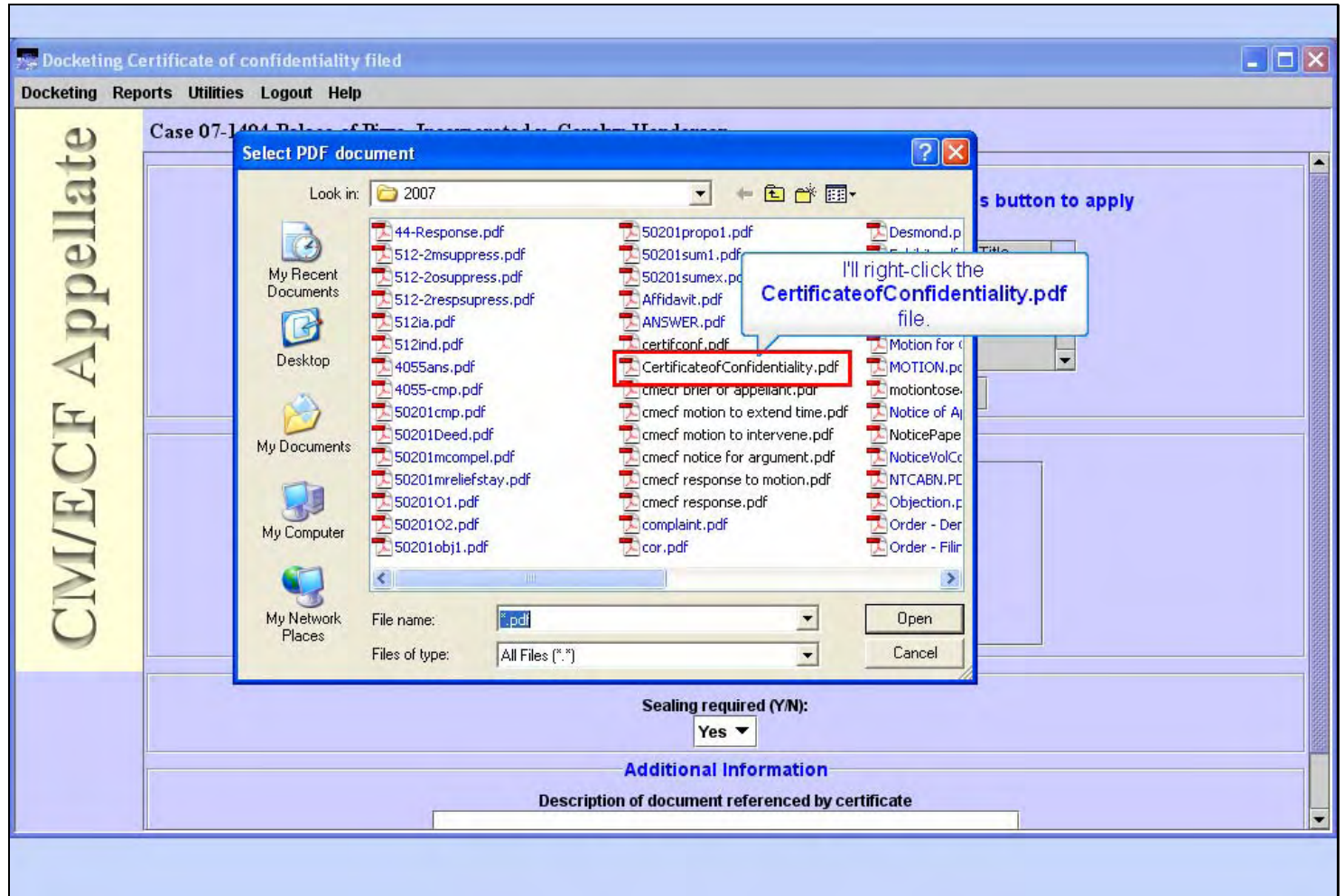
Additional Information

Description of document referenced by certificate

Slide notes

We are now ready to find the PDF file that is our certificate. To find it, click the Browse button.

Slide 10 - Slide 10



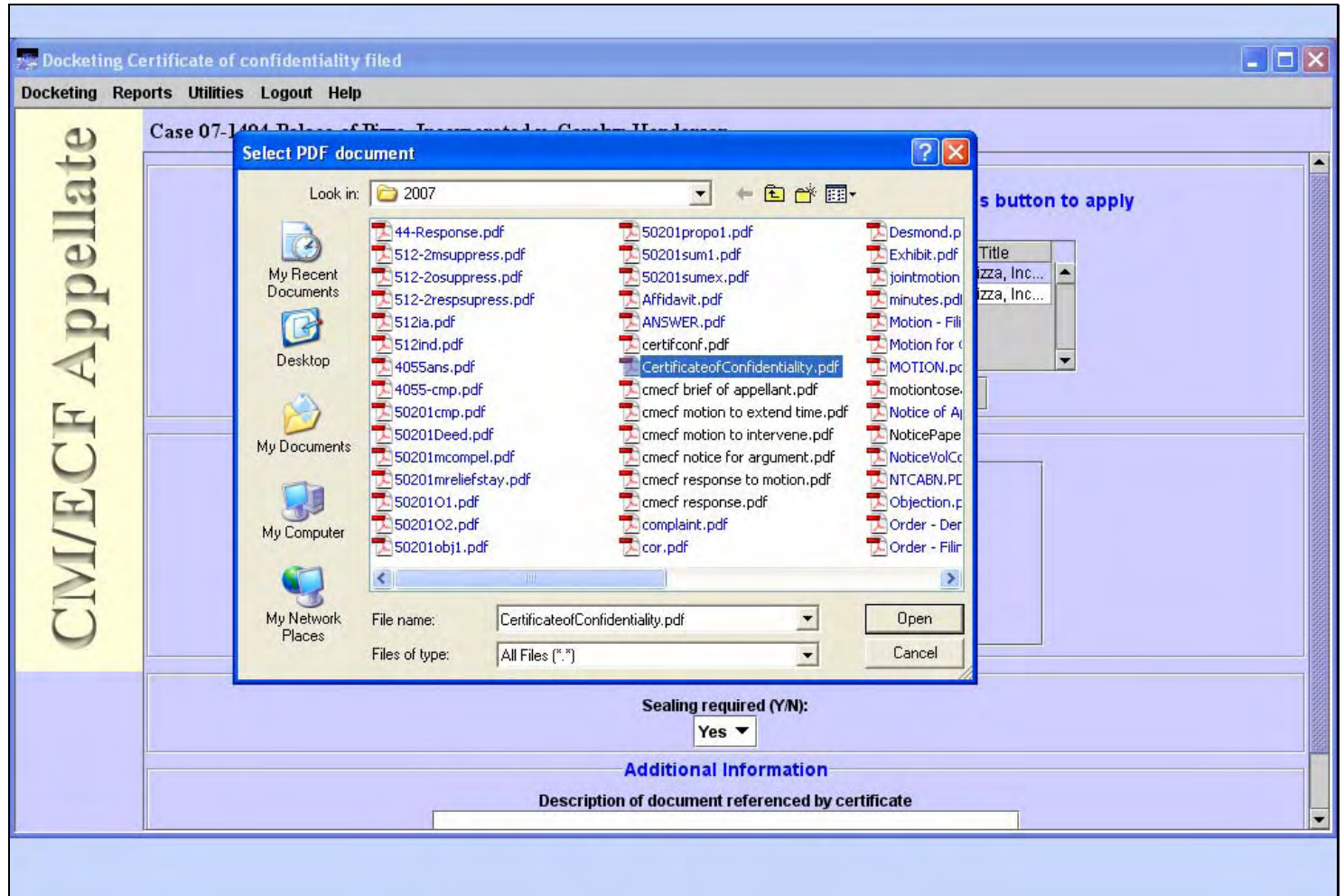
Slide notes

A Select PDF document dialog box pops up. By the way, for more information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored. The one that is our certificate is CertificateofConfidentiality.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

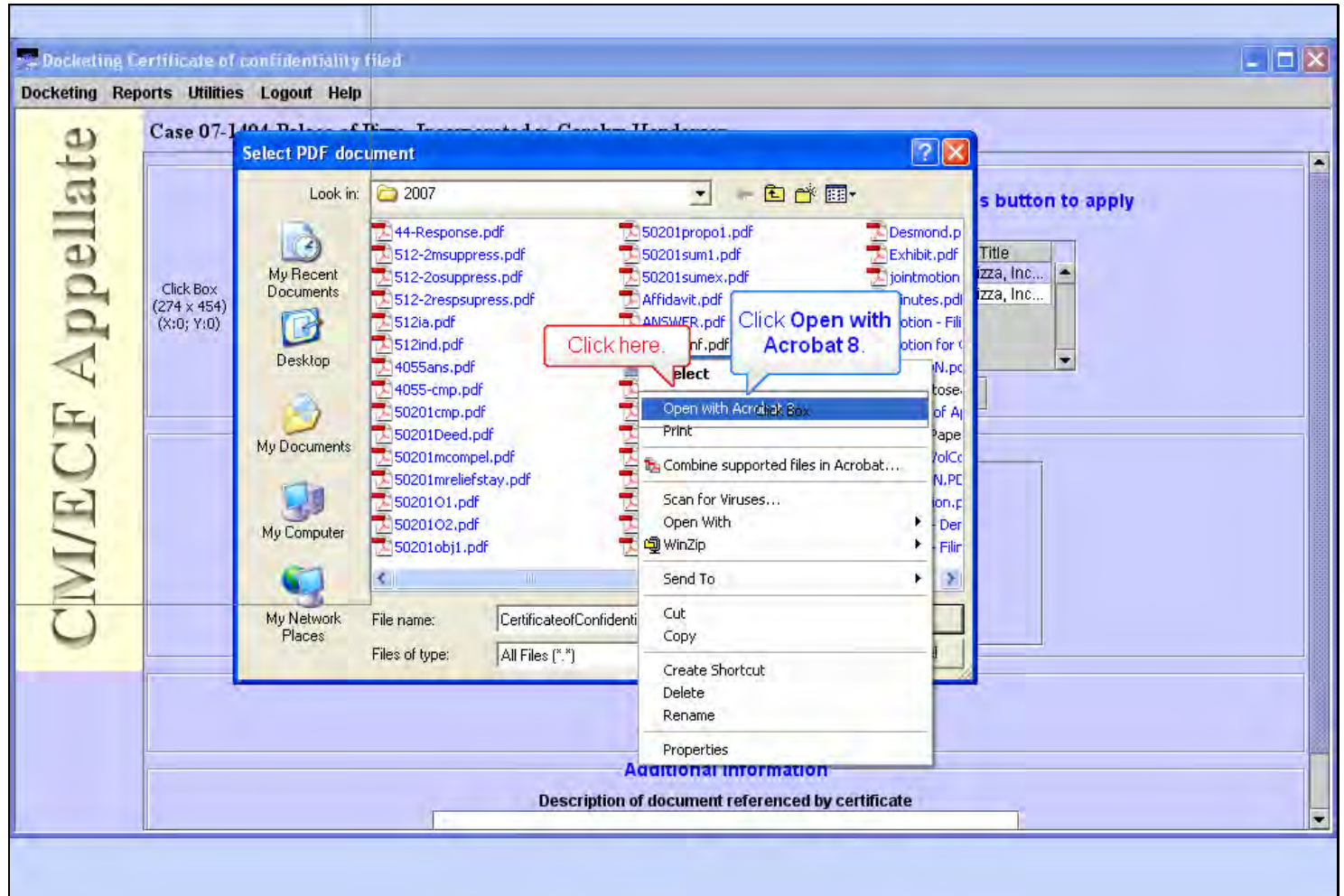
Slide 11 - Slide 11



Slide notes

(Note: This is a transition slide.)

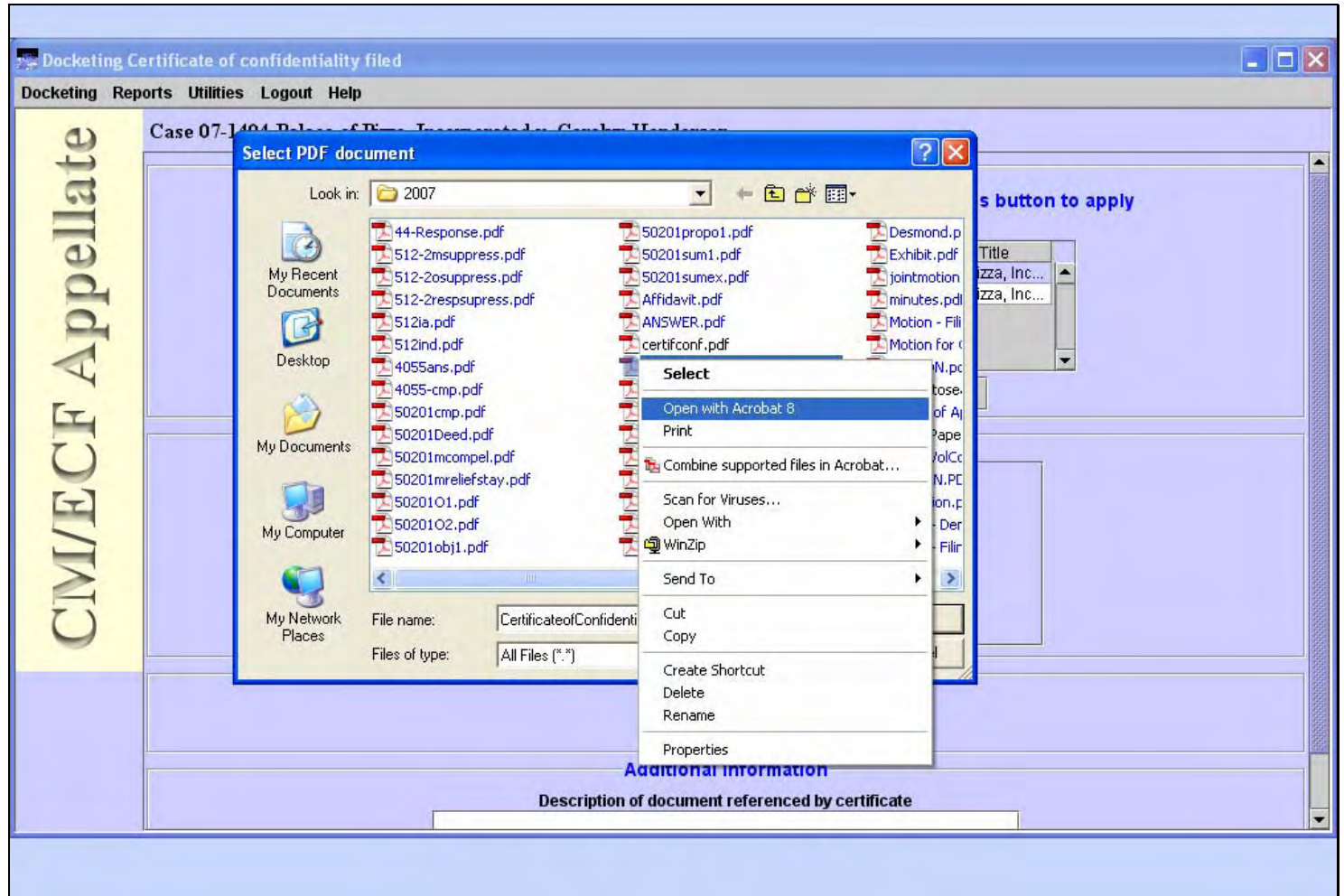
Slide 12 - Slide 12



Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

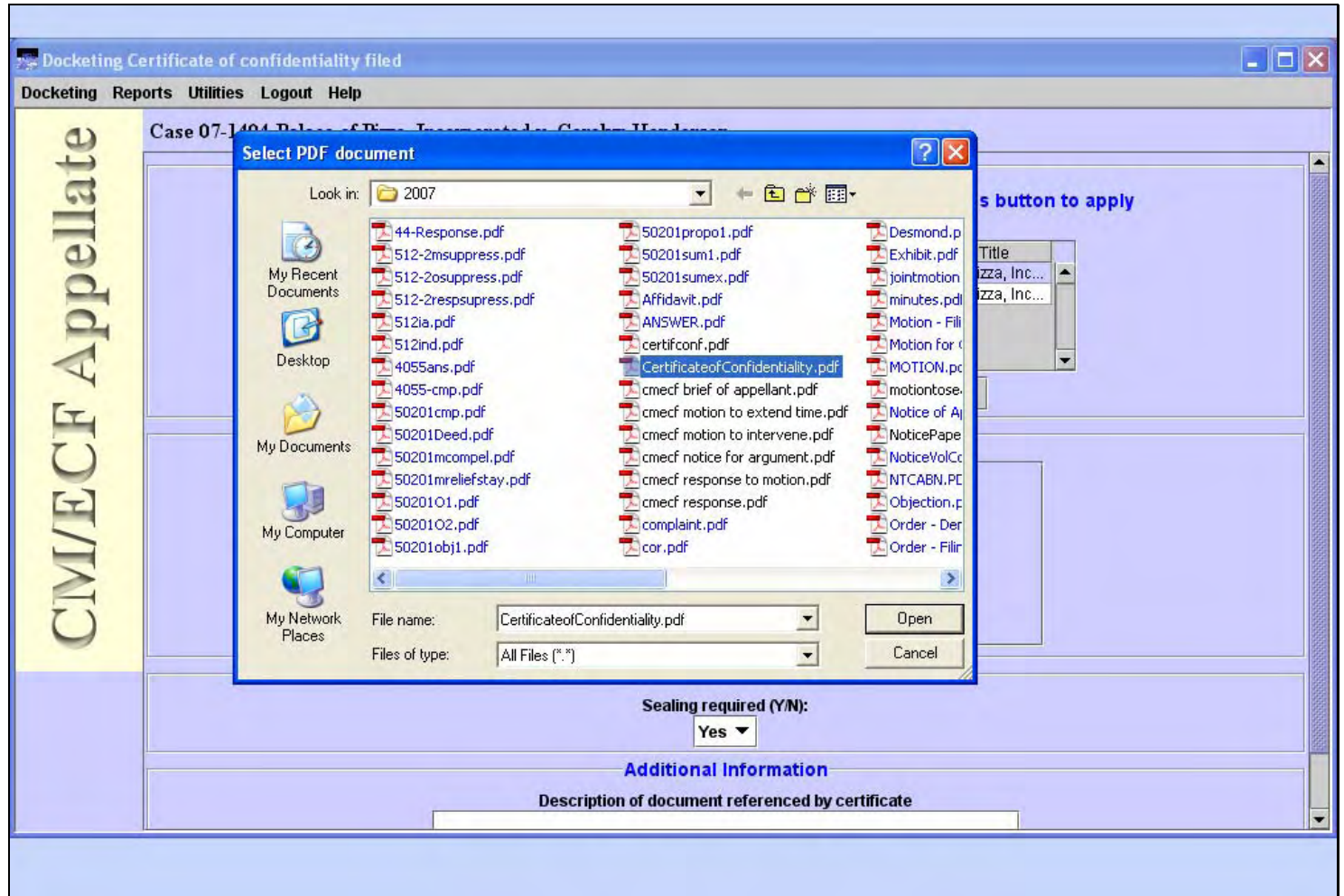
Slide 13 - Slide 13



Slide notes

(Note: This is a transition slide.)

Slide 14 - Slide 14



Slide notes

(Note: This is a transition slide.)

Slide 15 - Slide 15

The screenshot shows the Adobe Acrobat Professional interface with the file 'CertificateofConfidentiality.pdf' open. The menu bar includes File, Edit, View, Document, Comments, Forms, Tools, Advanced, Window, and Help. The toolbar contains various icons for PDF manipulation. A red callout box with the text 'Click here.' points to the close button in the window's title bar. The form content is as follows:

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

Click Box
(274 x 454)
(X:0; Y:0)

Reset Form

**UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT
CERTIFICATE OF CONFIDENTIALITY, LOCAL RULE 25(c)**

No. 07-1404 Caption: Palace of Pizza, Incorporated v. Carolyn Henderson

Carolyn Henderson as the Defendant - Appellant
(party name) (appellant, appellee, petitioner, respondent, other)

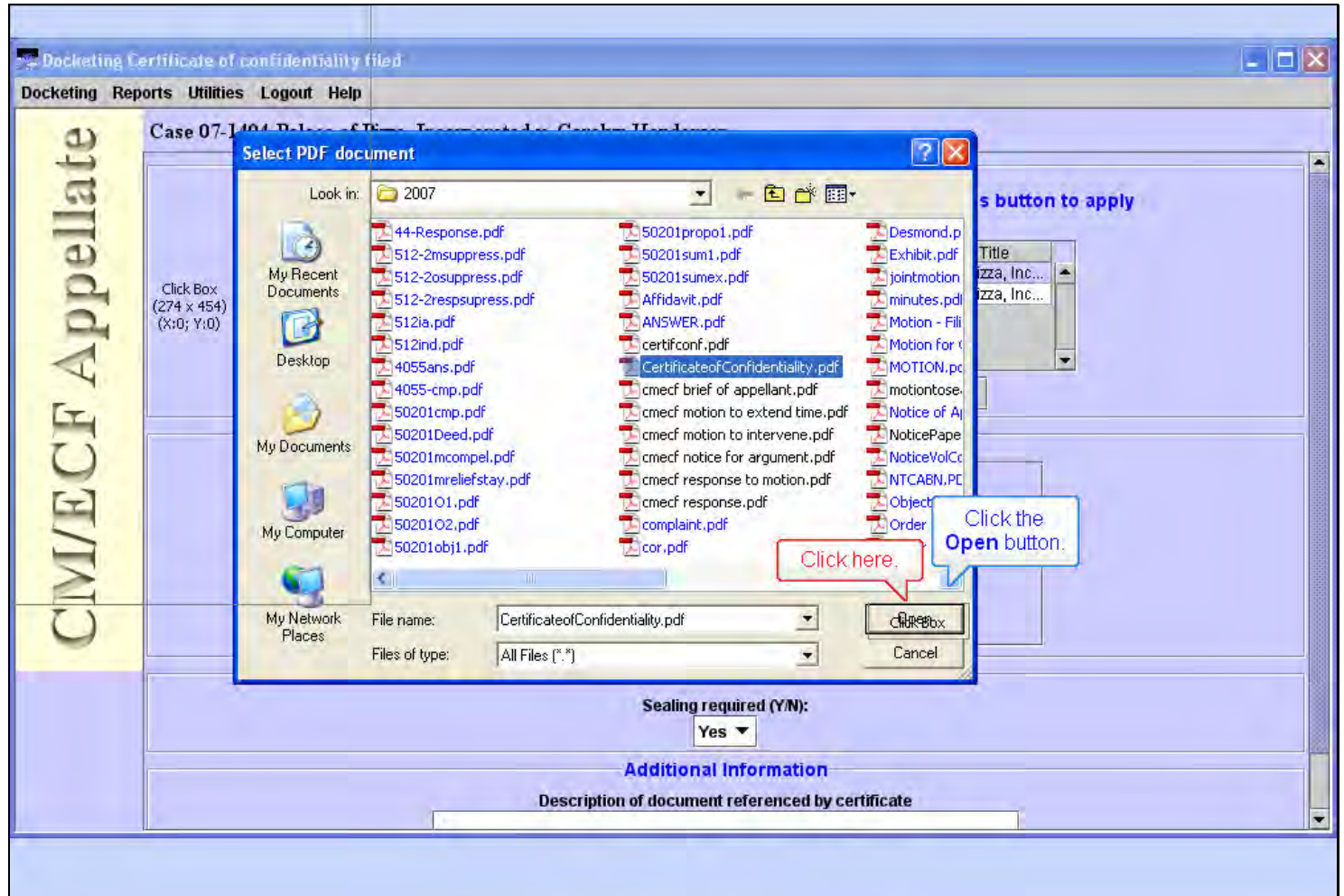
certifies the following information regarding sealing of the document(s) described below:

1. Identify document(s) filed (e.g., appendix volume, opening brief, motion):
Sealed version of opening brief
2. Is sealing of document(s) necessary?
☐ No

Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 16 - Slide 16



Slide notes

Now click the Open button.

Slide 17 - Slide 17

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: Browse...

Add Another

Additional Information

Sealing required (Y/N):
Yes ▼

Additional Information

Description of document referenced by certificate

Slide notes

(Note: This is a transition slide.)

Slide 18 - Slide 18

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (274 x 454) (X:0; Y:0)

Display All Parties All Cases Select All Clear All

PDF Document

Document: ECF\2007\CertificateofConfidentiality.pdf Browse...

Add Another

Additional Information

Sealing required (Y/N): Yes

Additional Information

Description of document referenced by certificate

Click the Down

Click here

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the certificate, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 19 - Additional Information

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: ECF\2007\CertificateofConfidentiality.pdf Browse...

Add Another

Additional Information

Sealing required (Y/N): Yes

Try the text again, then click the Continue button.

Description of document referenced by certificate

Continue Back Cancel

CMI/ECF Appellate

Type Sealed version of opening brief, then click the Continue button.

Slide notes

We need to add some additional information. First, there is a drop-down list to indicate whether or not sealing is required. The default is Yes. We'll leave it as Yes in this lesson.

Next, we need to describe the document referenced by our certificate. In that field, type Sealed version of opening brief, then click the Continue button.

Slide 20 - Slide 20

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc.

Docket Text

CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

Click here.

Click the Continue button.

Continue Back

Yes

Additional Information

Description of document referenced by certificate

Sealed version of opening brief

Continue Back Cancel

Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 21 - Submit the Transaction

Docketing Certificate of Confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box
(274 x 454)
(X:0; Y:0)

Event Review

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.

CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

Click here.

Click the Submit button.

Submit **Back**

Sealing required (Y/N):
Yes ▼

Additional Information

Description of document referenced by certificate
Sealed version of opening brief

Continue **Back** **Cancel**

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 22 - Slide 22

CM/ECF Appellate

Click Box
(274 x 454)
(X:0; Y:0)

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Event Docketed

The transaction has been completed.

OK

Click here.

Click the OK button.

Additional Information

Sealing required (Y/N):
Yes

Additional Information

Description of document referenced by certificate
Sealed version of opening brief

Continue Back Cancel

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 23 - Slide 23

Docketing Certificate of confidentiality filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: ECF\2007\CertificateofConfidentiality.pdf Browse...

Add Another

Additional Information

Sealing required (Y/N):
Yes ▼

Additional Information

Description of document referenced by certificate
Sealed version of opening brief

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 24 - Slide 24

The screenshot shows a web browser window titled "Docketing Please Select". On the left side of the browser, there is a vertical yellow banner with the text "CMI/ECF Appellate". The main content area of the browser is titled "Event Selection".

At the top of the form, there is a "Case:" label followed by a text input field containing "07-1404" and a small instruction: "Enter case number as yy-nnnn (e.g., 05-2475)". Below this is a "Filed Date:" label followed by the date "10/24/2007".

The form is divided into two main columns. The left column is titled "First select category of event:" and contains a list of radio button options: "Forms, Notices & Filing Fees" (selected), "Motions, Responses & Replies", "Briefing Documents", "Argument Notices & Acknowledgments", "Judgments", "Rehearing Petitions & Answers", "Bills of Cost & Objections", and "Other, Sealed & Paper Filings". The right column is titled "Next select an event:" and contains a list of radio button options: "Please Select" (selected), "Appearance of counsel filed (Local Rule 46(c))", "Appearance of qualified law student filed [Local Rule 46(a)]", "Appendix designations served", "Certificate of compliance with type-volume limitations filed", "Certificate of confidentiality filed", "Certificate of service filed", "Certificate of service of Anders brief filed", and "Change of address notice filed".

Below these columns, there is a paragraph of text: "Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point." Below this text is a large, empty rectangular box labeled "Applied Case Selection".

At the bottom right of the form, there are two buttons: "All" and "Reset".

Slide notes

(Note: This is a transition slide.)

Slide 25 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Certificate of confidentiality file - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

Click here.

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

Click Box
(274 x 454)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

The following document(s) are associated with this transaction:

Document Description: Certificate of confidentiality filed

Original Filename: Supplement.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016715-0]
[399cf8abea94eef0af73f271c092dd8251a578059caa806f9de99f6894c14ada98dd3ac0d6e6ab22b9c264b61ad567fa86fc6ff114696c250903f3dd6eea35d2]]

Done Internet

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 26 - Slide 26

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Certificate of confidentiality file - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

The following document(s) are associated with this transaction:

Document Description: Certificate of confidentiality filed

Original Filename: Supplement.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016715-0]
[399cf8abea94eef0af73f271c092dd8251a578059caa806f9de99f6894c14ada98dd3ac0d6e6ab22b9c264b61ad567fa86fc6ff114696c250903f3dd6eea35d2]]

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 27 - Slide 27

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Certificate of confidentiality file - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

Click Save As ...

Click here.

ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the court. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Fourth Circuit

Filed on 10/24/2007
Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

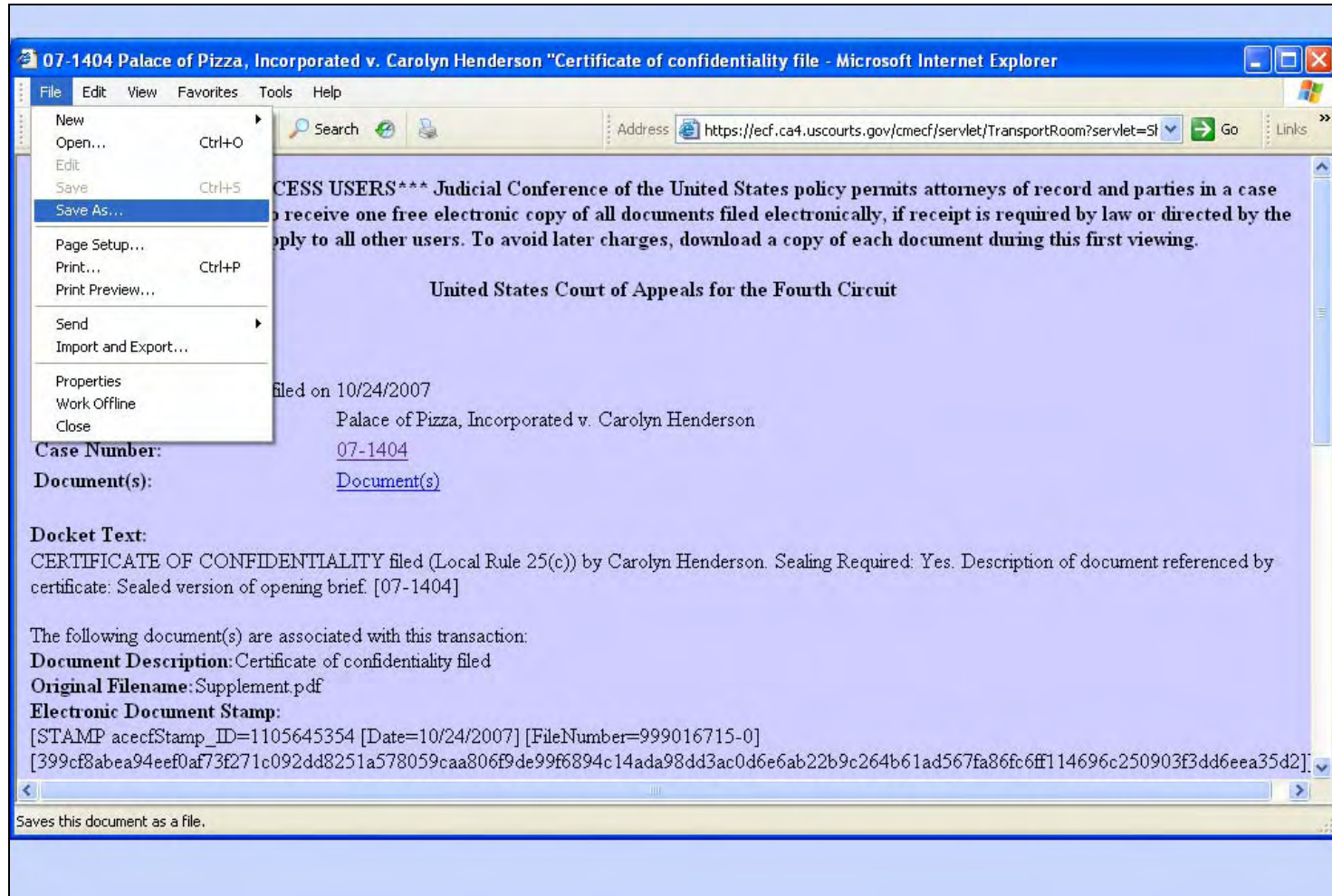
The following document(s) are associated with this transaction:
Document Description: Certificate of confidentiality filed
Original Filename: Supplement.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016715-0]
[399cf8abea94eef0af73f271c092dd8251a578059caa806f9de99f6894c14ada98dd3ac0d6e6ab22b9c264b61ad567fa86fc6ff114696c250903f3dd6eea35d2]]

Saves this document as a file.

Slide notes

Now click Save As ...

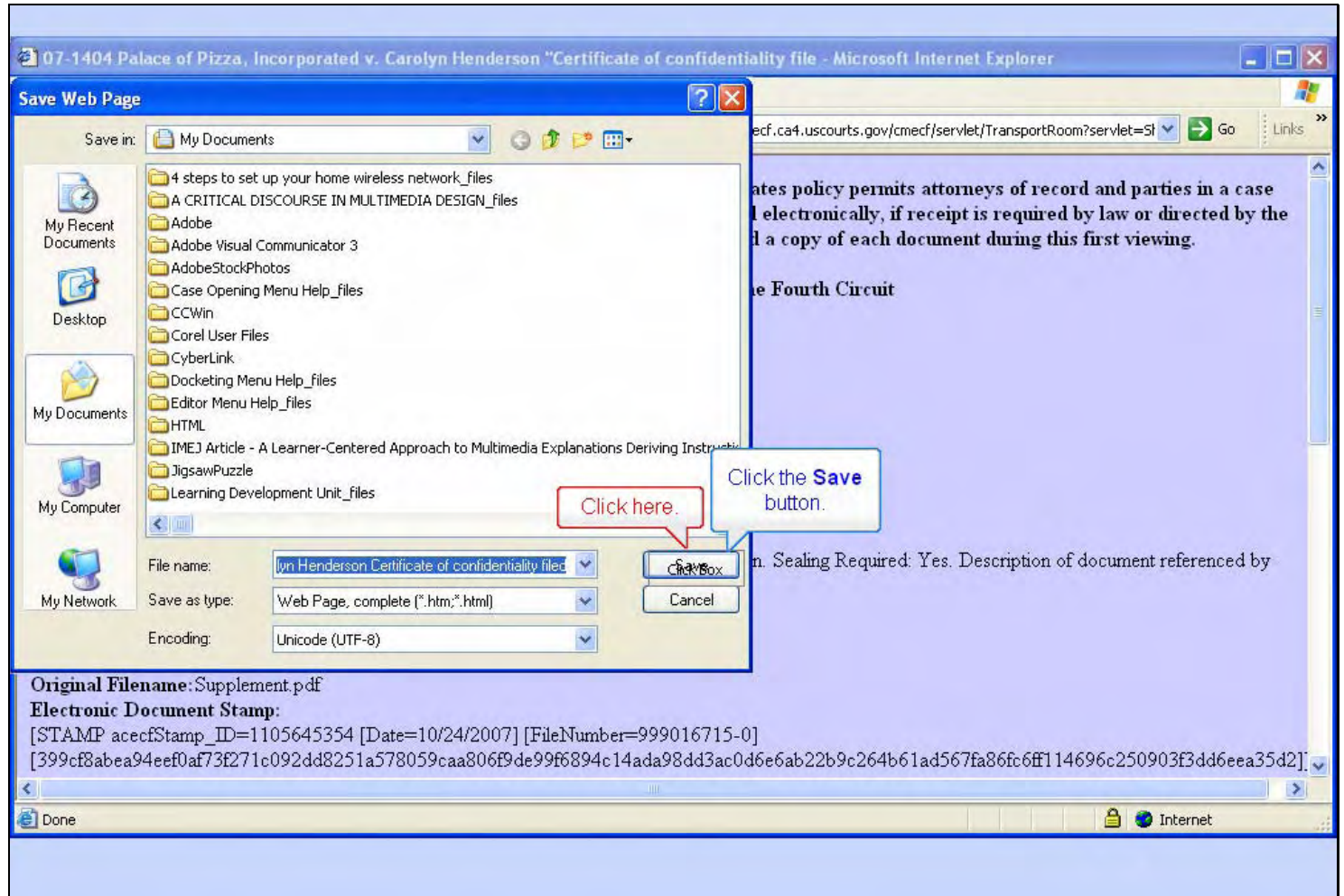
Slide 28 - Slide 28



Slide notes

(Note: This is a transition slide.)

Slide 29 - Slide 29



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 30 - Slide 30

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Certificate of confidentiality file - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Click here.

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Click Box
(274 x 454)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: 07-1404

Document(s): Document(s)

Docket Text:

CERTIFICATE OF CONFIDENTIALITY filed (Local Rule 25(c)) by Carolyn Henderson. Sealing Required: Yes. Description of document referenced by certificate: Sealed version of opening brief. [07-1404]

The following document(s) are associated with this transaction:

Document Description: Certificate of confidentiality filed

Original Filename: Supplement.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016715-0]
[399cf8abea94eef0af73f271c092dd8251a578059caa806f9de99f6894c14ada98dd3ac0d6e6ab22b9c264b61ad567fa86fc6ff114696c250903f3dd6eea35d2]]

Done Internet

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 31 - Slide 31

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

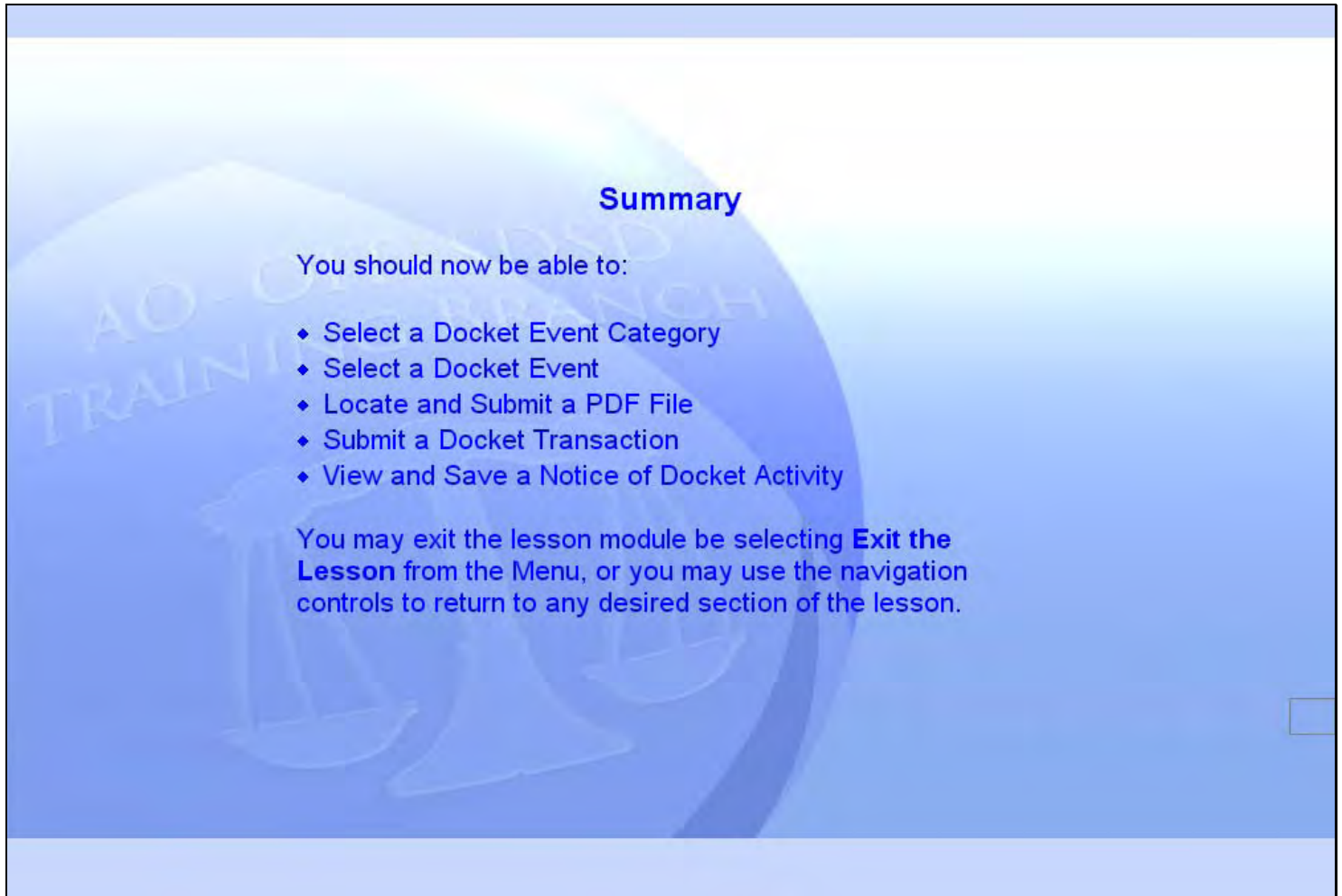
- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 32 - Summary

The slide has a light blue background with a faint, large watermark of a scale of justice and the text "AO-CERTIFIED TRAINING". The title "Summary" is in a bold, dark blue font. Below the title, the text "You should now be able to:" is followed by a bulleted list of five items. The final paragraph states that the user can exit the lesson module by selecting "Exit the Lesson" from the Menu or by using navigation controls to return to any desired section of the lesson.

Summary

You should now be able to:

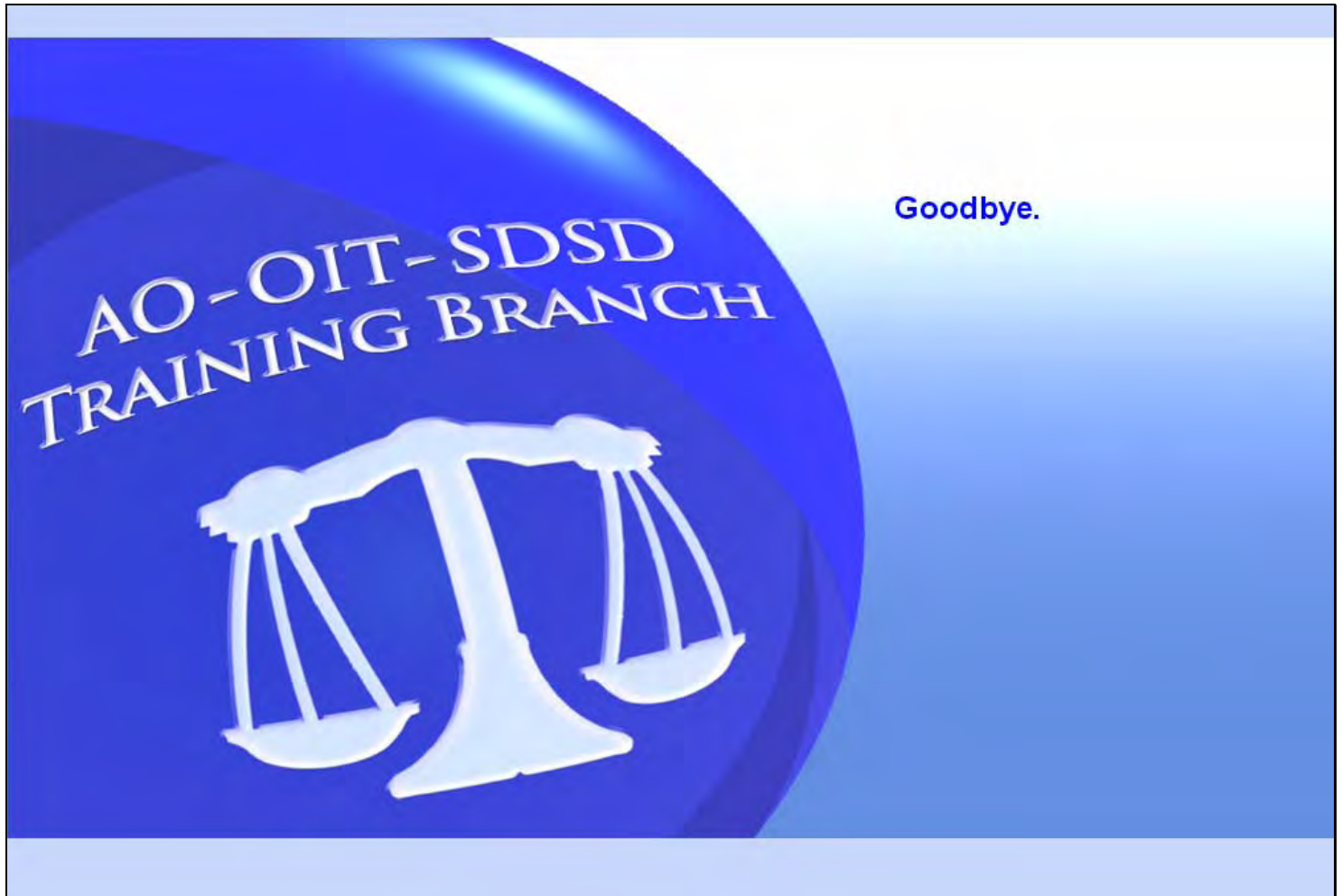
- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Locate and Submit a PDF File
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

You may exit the lesson module by selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 33 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Filing a Motion to Seal	Animation
 The slide features a blue gradient background. On the left, there is a faint, large-scale watermark of a building and the text "AO-OIT-SDSD TRAINING BENCH". In the center, the text "Welcome to the lesson on Filing a Motion to Seal" is displayed in a bold, dark blue font. Below the text, there is a faint image of a pair of scales of justice.	

Slide notes

Welcome to the lesson on Filing a Motion to Seal.

Slide 2 - Navigation

Electronic Learning Module Version 1.0

Captivate Version 3.0
CM/ECF Version 2
Production Information:
Produced by: AO-OIT-SDSD-Training Branch
Contact Information:
<http://www.ca4.uscourts.gov/>
December 5, 2007

In order to closely simulate the CM/ECF system, you will be required to follow the instructions that mimic the actual software. The lesson will contain instructions for you to follow through the lesson.

You may also use the playback controls to navigate through the lesson. You may rewind to the beginning of the lesson, or you may click the forward or back and stop buttons to move the playback bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter **i** near the upper right corner for lesson module version information.

To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

Click here.

START

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

The slide has a light blue background with a faint watermark of a scale of justice and the text 'TRAINING COURSE'. The title 'Objectives' is in bold blue text. Below it, a blue paragraph states: 'When you complete this lesson module, you will be able to:'. This is followed by a bulleted list of seven tasks in blue text. At the bottom center is a blue 'CONTINUE' button. A red callout box with a pointer to the button contains the text 'Click here.'.

Objectives

When you complete this lesson module, you will be able to:

- ♦ Select a Docket Event Category
- ♦ Select a Docket Event
- ♦ Select a Party Filer
- ♦ Locate and Submit a PDF File
- ♦ Select a Motion Relief
- ♦ Submit a Docket Transaction
- ♦ View and Save a Notice of Docket Activity

Click the **Continue** button.

CONTINUE

Click here.

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Date: 10/24/2007

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ **Motions, Responses & Replies**
- ☐ Comments
- ☐ Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ **Please Select**
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

We will assume you are going to file a motion to seal your brief. You've already logged in to CM/ECF, selected Docketing, and entered your case number. For details on how to do those steps, see the lesson module on Filing an Appearance of Counsel.

You're now ready to select the appropriate event for the motion. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the category in the left pane is Motions, Responses & Replies. Click the radio button for that category.

Slide 5 - Slide 5

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ **Motions, Responses & Replies**
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

Please Select

- ☐ CJA 23 application (SEALED) to proceed under CJA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed
- ☒ **Motion filed**
- ☐ Motion to proceed under Prison Litigation Reform Act filed
- ☐ Response/answer filed
- ☐ Response/answer filed to petition for rehearing/rehearing en banc

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click Box (247 x 445) (X:0; Y:0)

CJM/ECF Appellate

Click the radio button for Motion filed.

Click here.

Slide notes

Now the right pane shows all the events in that selected category. Click the radio button for the Motion filed event.

Slide 6 - Slide 6

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (247 x 445) (X:0; Y:0)

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ CJA 23 application (SEALED) to proceed under CJA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed
- ☒ Motion filed
- ☐ PLRA application to proceed under Prison Litigation Reform Act filed
- ☐ Reply filed
- ☐ Response/answer filed
- ☐ Response/answer filed to petition for rehearing/rehearing en banc

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the **down**

Click here.

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ CJA 23 application (SEALED) to proceed under CJA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed
- ☒ Motion filed
- ☐ PLRA application to proceed under Prison Litigation Reform Act filed
- ☐ Reply filed
- ☐ Response/answer filed
- ☐ Response/answer filed to petition for rehearing/rehearing en banc

Click Box (247 x 445) (X:0; Y:0)

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click the Docket Event button.

Click here.

Docket Event

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

CMI/ECF Appellate

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ **Motions, Responses & Replies**
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ CJA 23 application (SEALED) to proceed under CJA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed
- ☒ **Motion filed**
- ☐ PLRA application to proceed under Prison Litigation Reform Act filed
- ☐ Reply filed
- ☐ Response/answer filed
- ☐ Response/answer filed to petition for rehearing/rehearing en banc

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Total: 0 Selected: 0

Slide notes

(Note: This is a transition slide.)

Slide 9 - Party Filer

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add Modifier as appropriate:

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Enter name of party represented if not in list of party filers above:

PDF Document

Document: Browse...

Add Annotation

Slide notes

Now we need to select the party filer. If the party you are representing is not listed, you could type their name in the field under Additional Information. Since you're representing the Appellant in this case, click the check box for Carolyn Henderson.

Slide 10 - Browse for PDF

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add Modifier as appropriate:

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Enter name of party represented if not in list of party filers above:

PDF Document

Document: **Browse...**

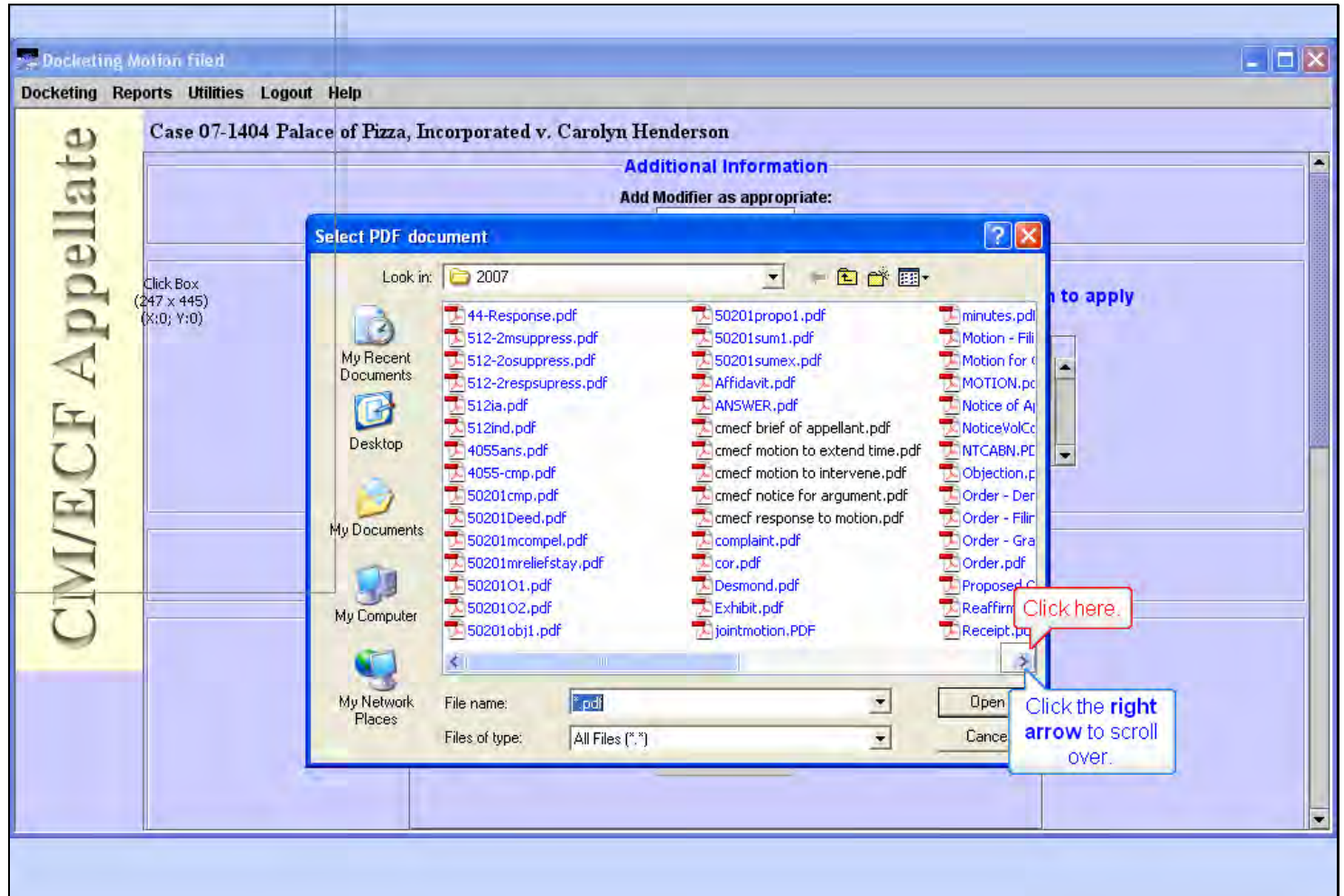
Click the **Browse...** button.

Click here.

Slide notes

We are now ready to find the PDF file that is our motion. To find it, click the Browse button.

Slide 11 - Slide 11

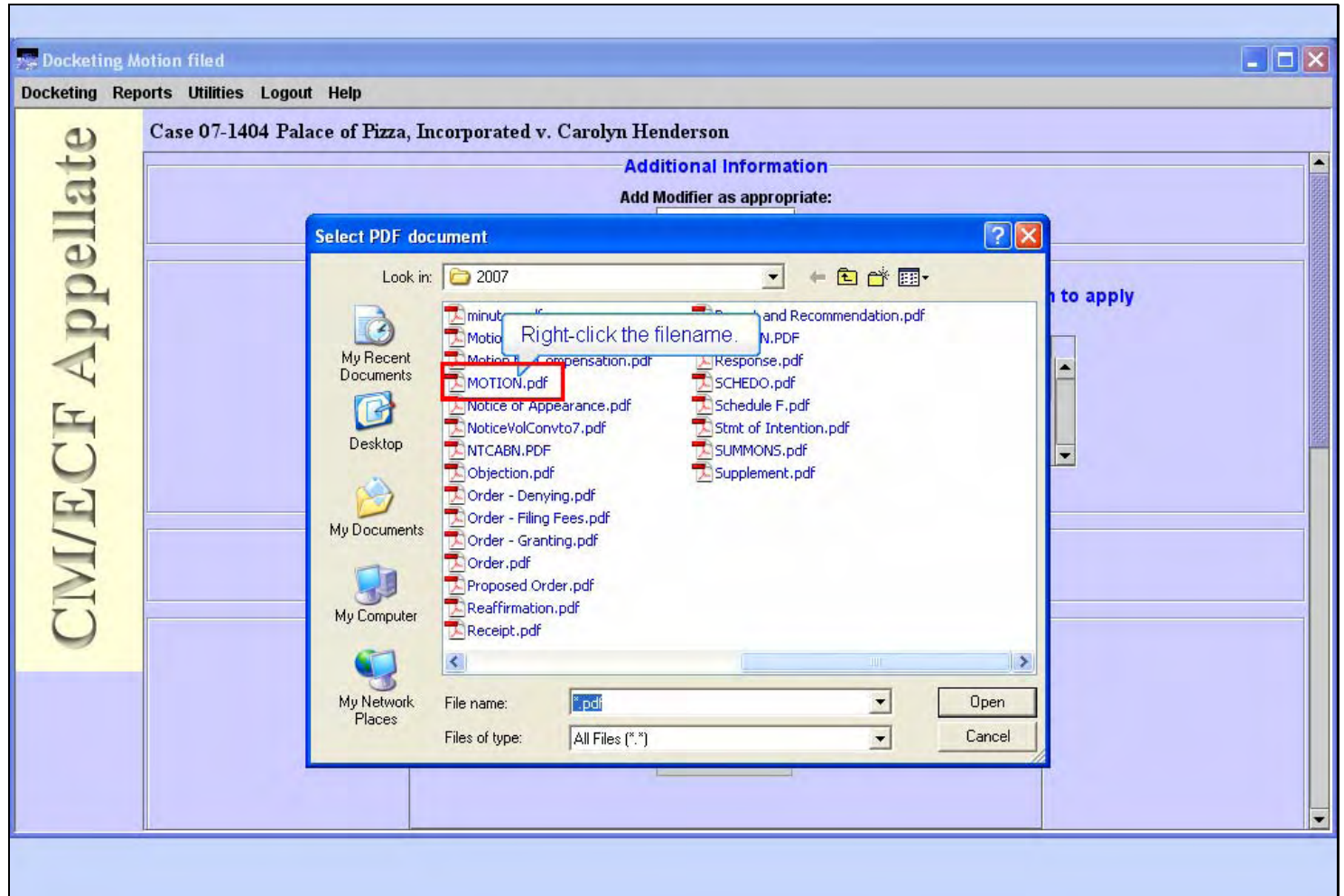


Slide notes

A Select PDF document dialog box pops up. By the way, for information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our motion is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.

Slide 12 - Slide 12

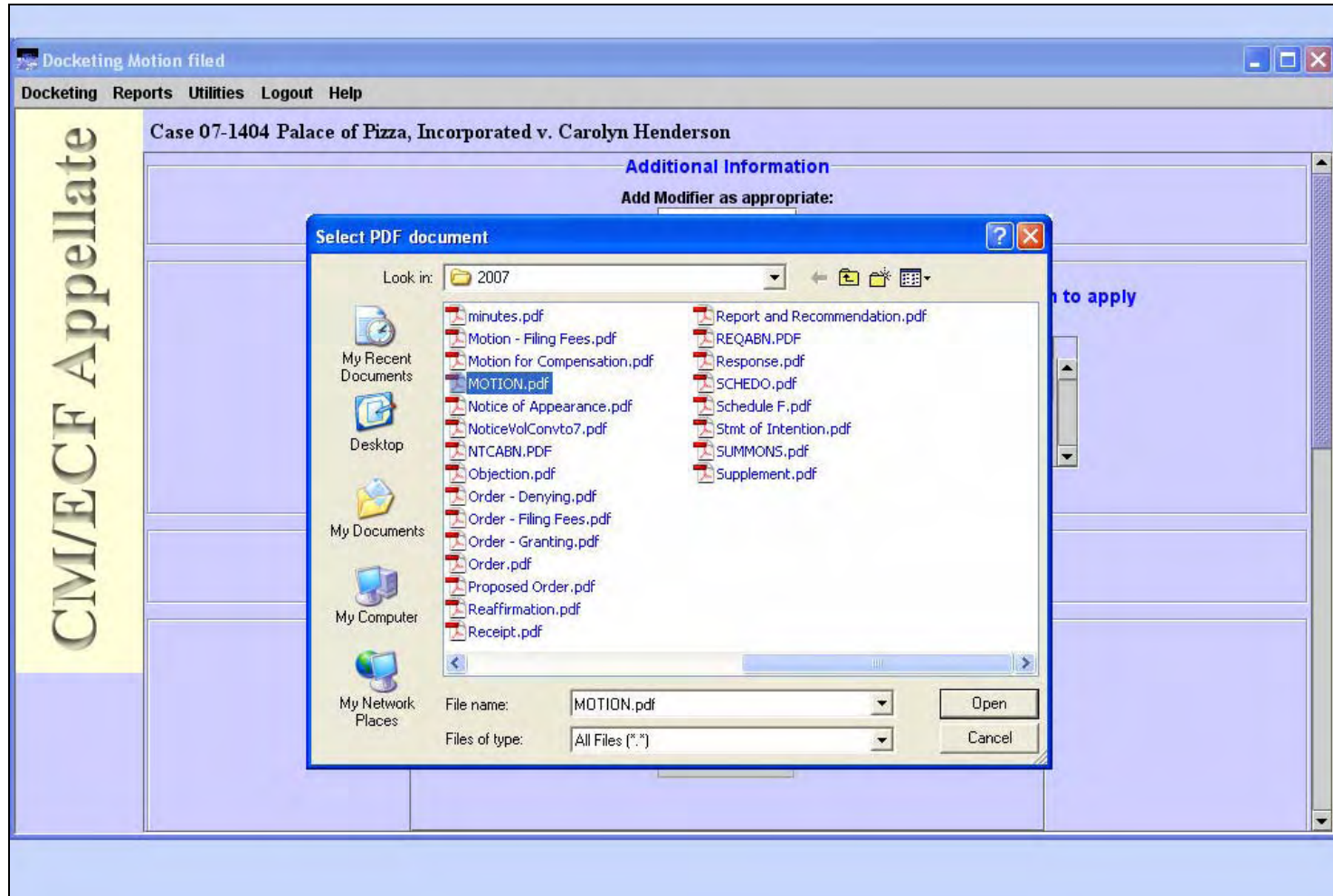


Slide notes

And now we can see our file, named Motion.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

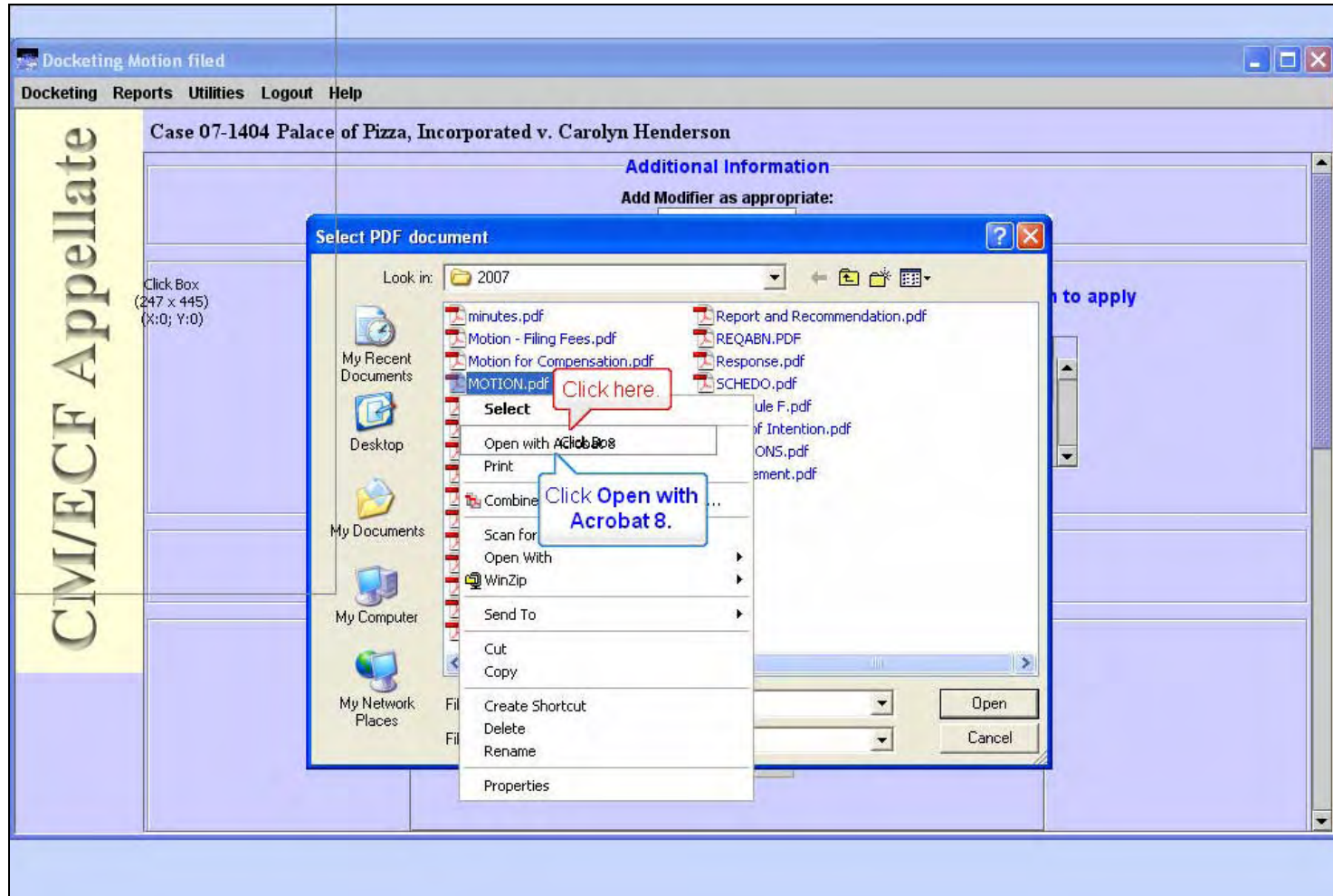
Slide 13 - Slide 13



Slide notes

(Note: This is a transition slide.)

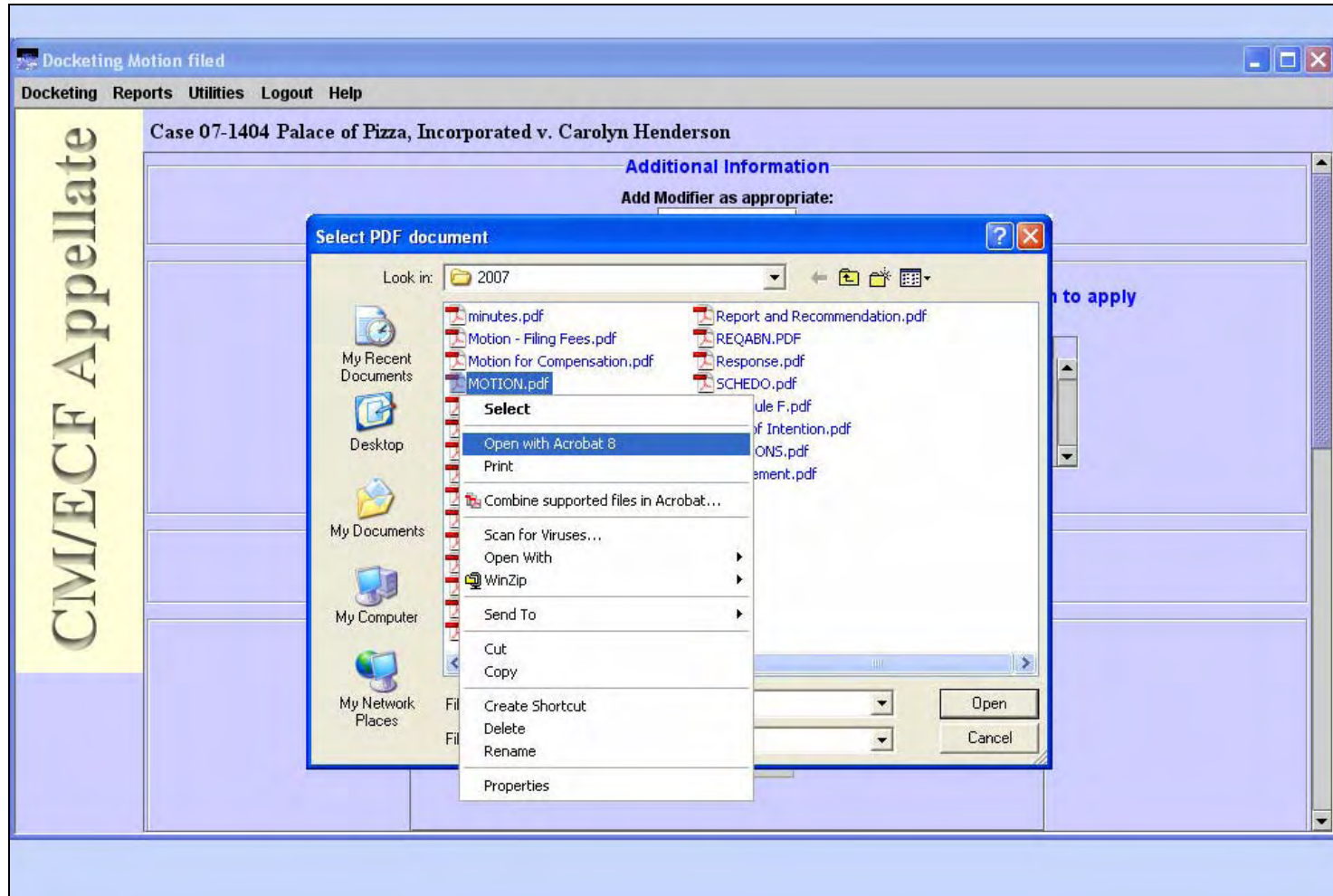
Slide 14 - Slide 14



Slide notes

Now from the pop-up menu, click on Open with Acrobat 8.

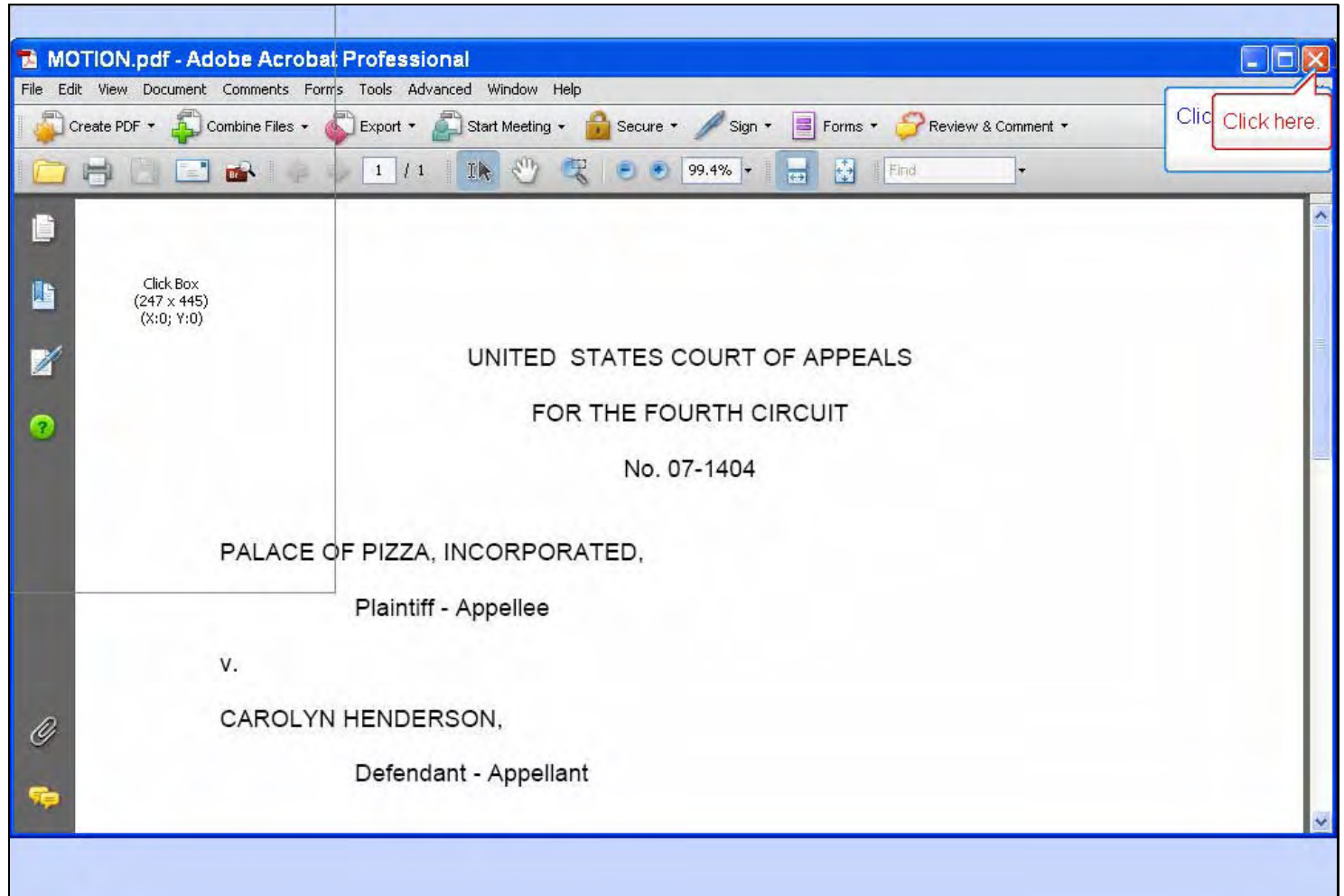
Slide 15 - Slide 15



Slide notes

(Note: This is a transition slide.)

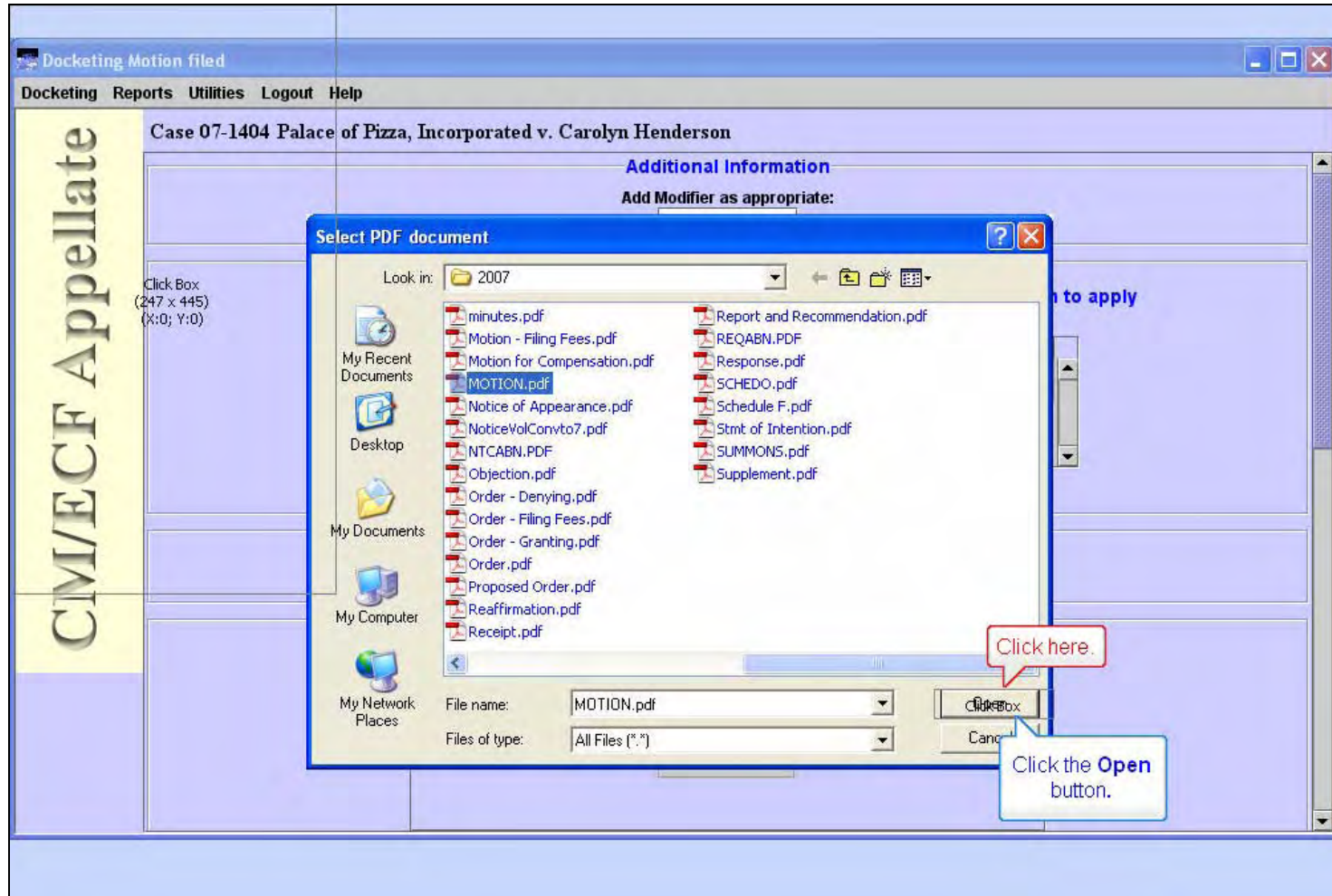
Slide 16 - Slide 16



Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 17 - Slide 17



Slide notes

Now click the Open button.

Slide 18 - Slide 18

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add Modifier as appropriate:

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Enter name of party represented if not in list of party filers above:

PDF Document

Document: C:\CM/ECF\2007\MOTION.pdf Browse...

Add Another

Click the down
Click here

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the motion, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 19 - Service

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Document: C:\CMECF\2007\MOTION.pdf Browse...

Add Another

NOTE

440i: You must enter a service date

Service

Service Date:

☐ US Mail ☐ Fax

☐ Hand ☐ 3rd Par

☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category (all reliefs) Description Apply

Selected Reliefs

Entry	Cases

Up Down

Slide notes

Next we need to enter the service date and method of service. Type 10/23/2007 in the Service Date field, then click the US Mail check box.

Slide 20 - Slide 20

CME/ECF Appellate

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Document:

NOTE

440i: You must enter a service date and type of service.

Service

Service Date:

☒ US Mail ☐ Fax

☐ Hand ☐ 3rd Party

☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category: (all reliefs) Description:

Selected Reliefs

Entry	Cases

Click the do

Slide notes

To continue, click the down arrow on the scroll bar.

Slide 21 - Relief

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down arrows can be used to reorder reliefs.

Category: (all reliefs) Description: [] Apply

Click here.

Click the down arrow.

Entry	Cases

Up
Down
Remove
Clear All

Total: 0

Continue Back Cancel

Slide notes

We now need to select the desired relief or reliefs in the motion we are filing. To do that, we will use the two drop-down lists to select the category and description of each relief.

Remember to read the instructional text in blue on each screen to help you understand what to do.

Click the down arrow in the Category drop-down list.

Slide 22 - Slide 22

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category	Description
(all reliefs)	
(all reliefs)	
Motions, Responses & Replies	

Apply

Up
Down
Remove
Clear All

Total: 0

Continue Back Cancel

CMI/ECF Appellate

Click Box (247 x 445) (X:0; Y:0)

Click here.

Click Motions, Responses & Replies.

Slide notes

The two choices in this list are all reliefs and Motions, Responses & Replies. Click the second choice.

Slide 23 - Slide 23

Slide notes

Selecting a category in the left-hand drop-down list limits the choices in the Description drop-down list to only those descriptions in that category. Now click the down arrow in the Description drop-down list.

Slide 24 - Slide 24

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category: Motions, R... Description: [Dropdown]

Apply

Abeyance (Local Rule 12(d))
Accelerate case processing
Additional argument time (Local Rule 34(d))
Adopt
Affirm decision on appeal
Affirm in part decision on appeal
Amend/Correct

Total: 0

Continue Back Cancel

Click Box: (247 x 445) (X:0; Y:0)

Click Box: (100 x 100) (X:843; Y:444)

Type the letter S.

Slide notes

There are several specific motion reliefs listed here in alphabetical order. We are filing a motion to seal, so we are looking for the relief "Seal". You could use the scroll bar at the right of the list to move down to the S's, but a quicker way is to type the first letter of the relief you're looking for. For this example, type the letter "S".

Slide 25 - Slide 25

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category	Description
Motions, R...	Abeyance (Local Rule 12(d))
	Accelerate case processing
	Additional argument time (Local Rule 34(d))
	Adopt
	Affirm decision on appeal
	Affirm in part decision on appeal
	Amend/Correct

Total: 0

Continue Back Cancel

CMI/ECF Appellate

Click Box (247 x 445) (X:0; Y:0)

Click here.

Click the down arrow.

Slide notes

We have now jumped down the list to the first relief that starts with an S. But we need to scroll down some more to find Seal. Click the down arrow in the scroll bar.

Slide 26 - Slide 26

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Click Box (247 x 445) (X:0; Y:0)

Category	Description
Motions, R...	Sanctions
	Seal
	Show cause
	Single judge consideration [Local Rule 27(e)]
	Writ of mandate [FRAP 41(d)]
	Stay pending appeal
	Strike

Apply

Continue Back Cancel

Total: 0

Slide notes

And now we can see the Seal relief. Click Seal to select it.

Slide 27 - Slide 27

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to re...

Category: Motions, R... Description: Seal

Apply

Selected Reliefs

Entry	Ca
-------	----

Up
Down
Remove
Clear All

Total: 0

Continue Back Cancel

Click Box (247 x 445) (X:0; Y:0)

CMI/ECF Appellate

Click here.

Click the Apply button.

Slide notes

Once the correct Category and Description are selected, click the Apply button to add that relief to the list of Selected Reliefs.

Slide 28 - Slide 28

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category: (all reliefs) Description: Apply

Selected Reliefs

Entry	Cases
Seal	07-1404

Up Down Remove Clear All

Total: 1

Click the Continue button.

Click here.

Continue Back Cancel

Slide notes

CM/ECF adds Seal to our list of Selected Reliefs. If your motion asked for additional relief, you could repeat the process of selecting the Category and Description, then clicking the Apply button. The Up, Down, Remove, and Clear All buttons are for rearranging or removing selected reliefs.

Since Seal is the only relief we need in this motion, click the Continue button.

Slide 29 - Slide 29

CMI/ECF Appellate

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☐ Hand ☐ 3rd Party
 ☐ Email ☐ Clerk

Relief

Find desired relief using drop-down boxes; click Apply to select relief. Repeat as needed to find more reliefs. Once reliefs are selected, the Up and Down buttons may be used to reorder reliefs.

Category

(all reliefs) ▼

Description

▼

Apply

Selected Reliefs

Entry	Cases
Seal	07-1404

Up

Down

Remove

Clear All

Total: 1

Continue

Back

Cancel

Slide notes

(Note: This is a transition slide.)

Slide 30 - Additional Information

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box (247 x 445) (X:0; Y:0)

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Please Select

Additional Information

Did opposing counsel consent to motion filed/-/seal?

Please Select

Additional Information

Description of material to be sealed:

Continue Back Cancel

Slide notes

Now for some additional information about our motion to seal. First, we need to indicate whether or not opposing counsel was informed about your motion. Click the down arrow in the first drop-down list.

Slide 31 - Slide 31

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box (247 x 445) (X:0; Y:0)

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Click Y for yes

Click here.

Please Select

Y

Did opposing counsel consent to filing of motion?

Please Select

Additional Information

motion filed/-/seal

Additional Information

Description of material to be sealed:

Continue Back Cancel

Slide notes

Click the Y for yes.

Slide 32 - Slide 32

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box (247 x 445) (X:0; Y:0)

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

Additional Information

Did opposing counsel consent to granting or motion?

*Please Select

Additional Information

motion filed/-/

Description of material to

Continue Back Cancel

Click here.

Click the down arrow.

Slide notes

Now click the down arrow for the second drop-down list.

Slide 33 - Slide 33

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box
(247 x 445)
(X:0; Y:0)

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

Additional Information

Did opposing counsel consent to granting of motion?

Please Select

Click here.

Y N

Click N for no.

Description of material to be sealed:

Continue Cancel

Slide notes

Since opposing counsel has not consented to granting this motion, click N for no.

Slide 34 - Slide 34

CM/ECF Appellate

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

Additional Information

Did opposing counsel consent to granting of motion?

'Please Select'

'Please Select'

Y

N

Description of material to be sealed:

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 35 - Slide 35

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

Additional Information

Did opposing counsel consent to granting of motion?

N

Try the text again, then click the **Continue** button.

Description of material to be sealed:

Type **Sealed version of opening brief**, then click the **Continue** button.

Continue Back Cancel

Slide notes

Now we need to describe what material we want sealed. In the text field, type Sealed version of opening brief, then click the Continue button.

Slide 36 - Slide 36

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

Additional Information

Did opposing counsel consent to granting of motion?

N

motion filed/-/seal

Additional Information

Description of material to be sealed:

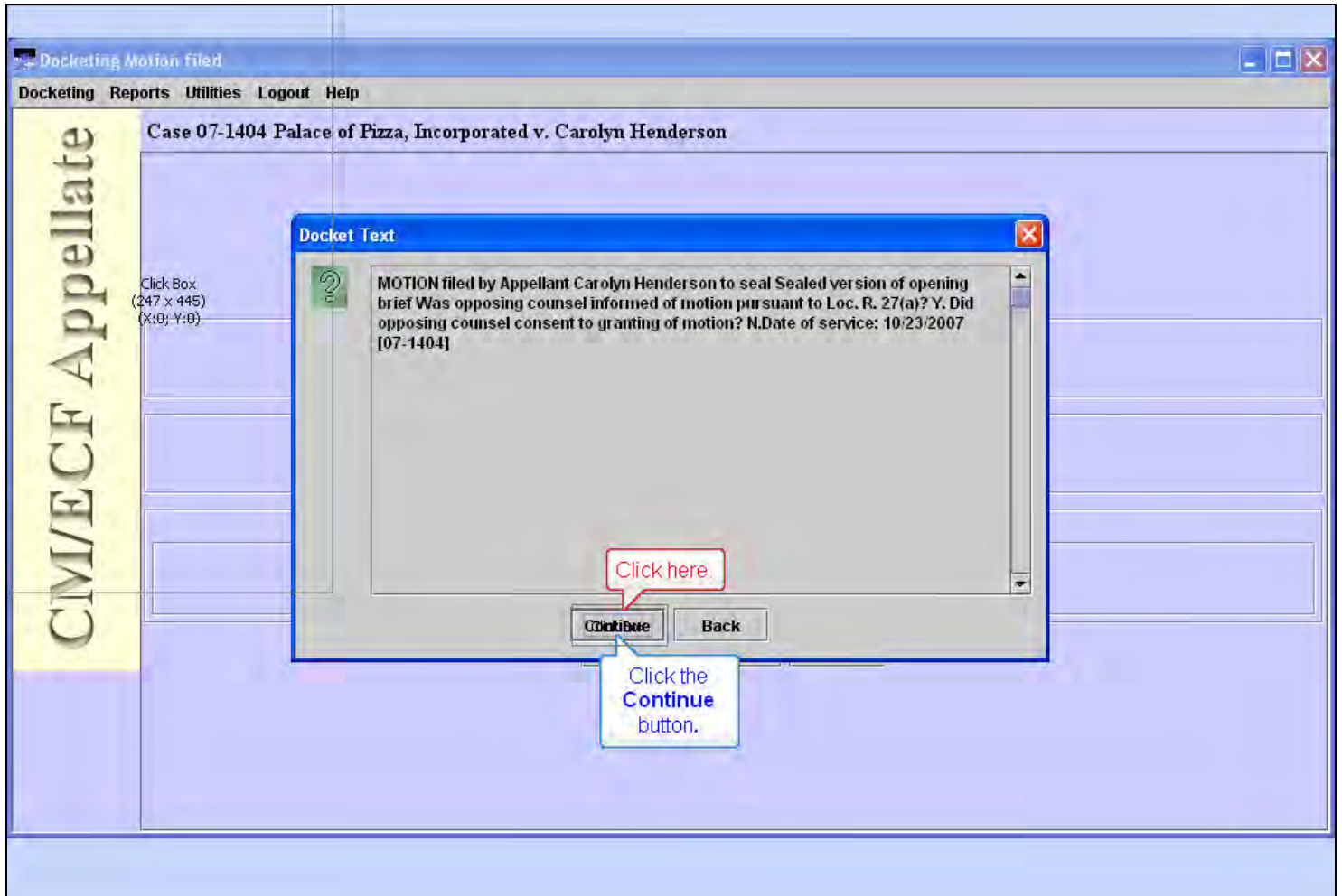
Sealed version of opening brief

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

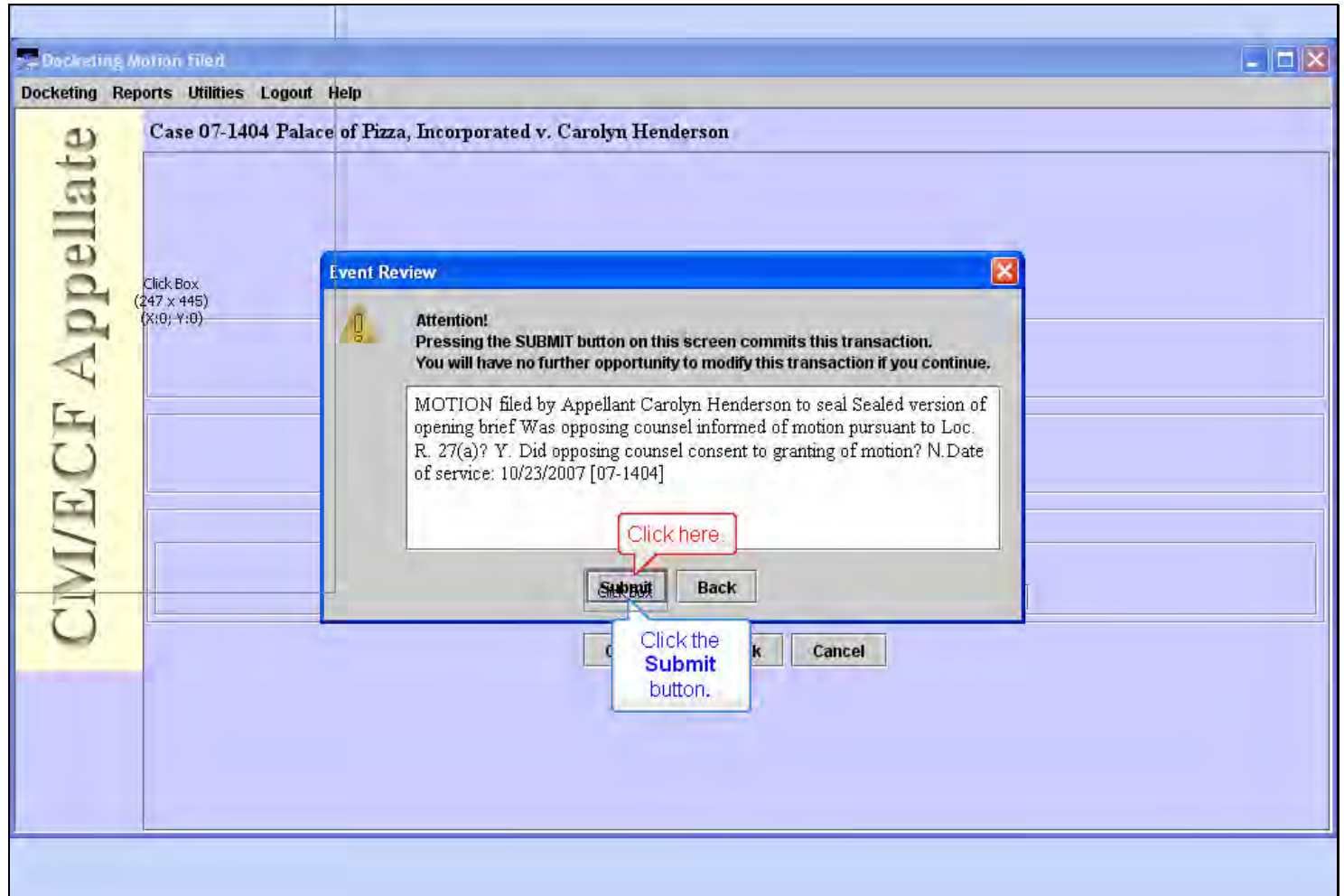
Slide 37 - Docket Text



Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 38 - Submit Transaction



Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 39 - Slide 39

Docketing Motion filed

Docketing Reports Utilities Logout Help

CMI/ECF Appellate

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

Additional Information

Did opposing counsel consent to granting of motion?

N

motion filed/-/seal

Additional Information

Description of material to be sealed:

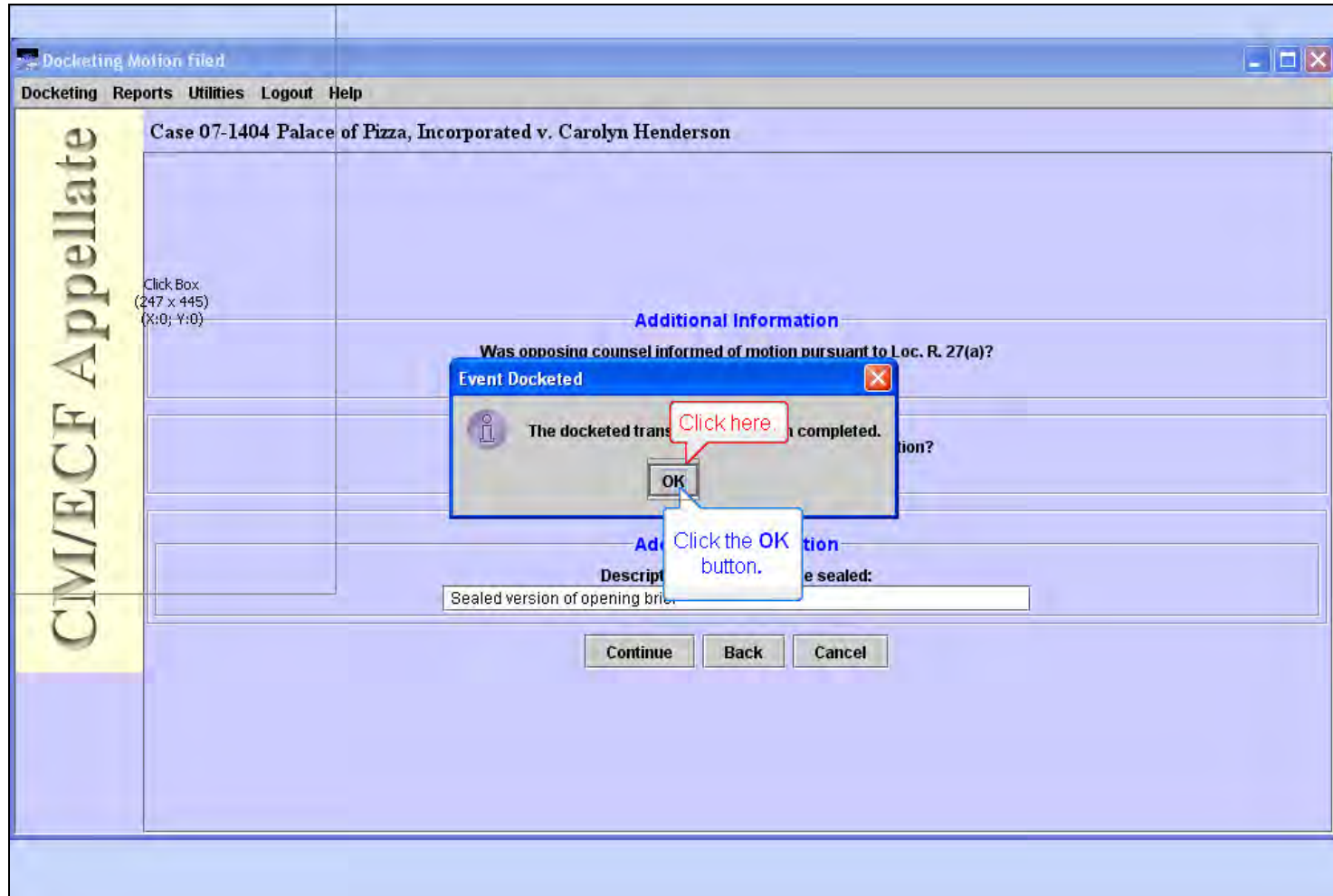
Sealed version of opening brief

Continue
Back
Cancel

Slide notes

(Note: This is a transition slide.)

Slide 40 - Slide 40



Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 41 - Slide 41

Docketing Motion filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?

Y

Additional Information

Did opposing counsel consent to granting of motion?

N

motion filed/-/seal

Additional Information

Description of material to be sealed:

Sealed version of opening brief

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 42 - Slide 42

Docketing Please Select
Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)
Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

(Note: This is a transition slide.)

Slide 43 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Motion filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

Click here.

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

Click Box
(247 x 445)
(X:0; Y:0)

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

MOTION filed by Appellant Carolyn Henderson to seal Sealed version of opening brief Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? Y. Did opposing counsel consent to granting of motion? N. Date of service: 10/23/2007 [999016717][07-1404]

The following document(s) are associated with this transaction:

Document Description: Motion filed

Original Filename: MOTION.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016717-0]
[8f2b52150994ccd1a03db3baed692972d7093698997c9a9fe405bac6c6bb6ccfee738cda9dde4377075410f1b26b9b2de6b82e6365353a648e94fcd1922b5]

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 44 - Slide 44

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Motion filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Go Links

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si>

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

MOTION filed by Appellant Carolyn Henderson to seal Sealed version of opening brief Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? Y. Did opposing counsel consent to granting of motion? N. Date of service: 10/23/2007 [999016717][07-1404]

The following document(s) are associated with this transaction:

Document Description: Motion filed

Original Filename: MOTION.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016717-0]

[8f2b52150994ccd1a03db3baed692972d7093698997c9a9fe405bac6c6bb6ccfee738cda9dde4377075410f1b26b9b2de6b82e6365353a648e94fcd1922b5]

Slide notes

(Note: This is a transition slide.)

Slide 45 - Slide 45

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Motion filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the court. This policy applies to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Fourth Circuit

Filed on 10/24/2007
Palace of Pizza, Incorporated v. Carolyn Henderson
Case Number: 07-1404
Document(s): [Document\(s\)](#)

Docket Text:
MOTION filed by Appellant Carolyn Henderson to seal Sealed version of opening brief Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? Y. Did opposing counsel consent to granting of motion? N. Date of service: 10/23/2007 [999016717][07-1404]

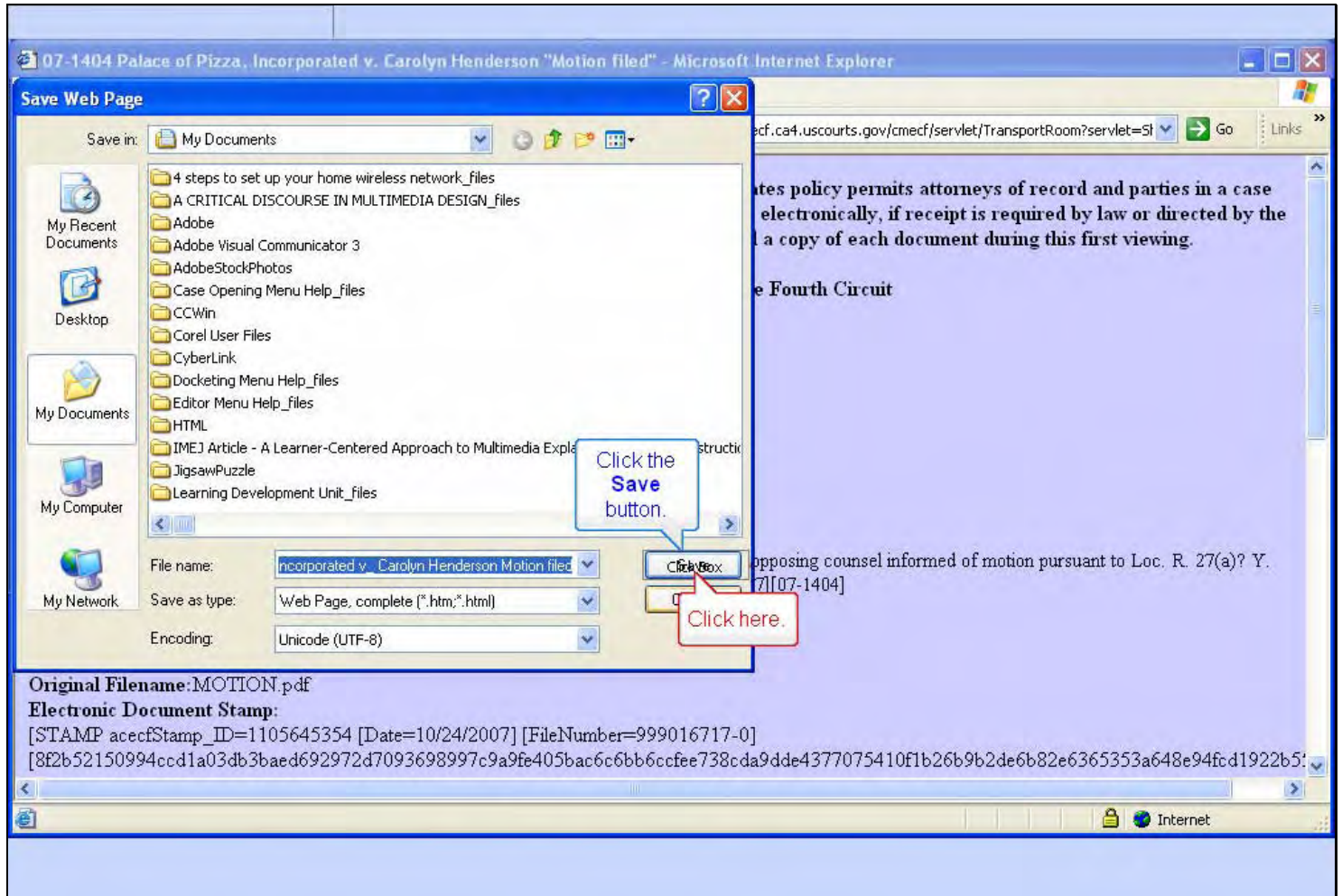
The following document(s) are associated with this transaction:
Document Description: Motion filed
Original Filename: MOTION.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016717-0]
[8f2b52150994ccd1a03db3baed692972d7093698997c9a9fe405bac6c6bb6ccfee738cda9dde4377075410f1b26b9b2de6b82e6365353a648e94fcd1922b5]

Saves this document as a file.

Slide notes

Now click Save As ...

Slide 46 - Slide 46



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 47 - Slide 47

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Motion filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si>

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

Click Box
(247 x 445)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

MOTION filed by Appellant Carolyn Henderson to seal Sealed version of opening brief Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? Y. Did opposing counsel consent to granting of motion? N. Date of service: 10/23/2007 [999016717][07-1404]

The following document(s) are associated with this transaction:

Document Description: Motion filed

Original Filename: MOTION.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016717-0]
[8f2b52150994ccd1a03db3baed692972d7093698997c9a9fe405bac6c6bb6ccfee738cda9dde4377075410f1b26b9b2de6b82e6365353a648e94fcd1922b5]

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 48 - Slide 48

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

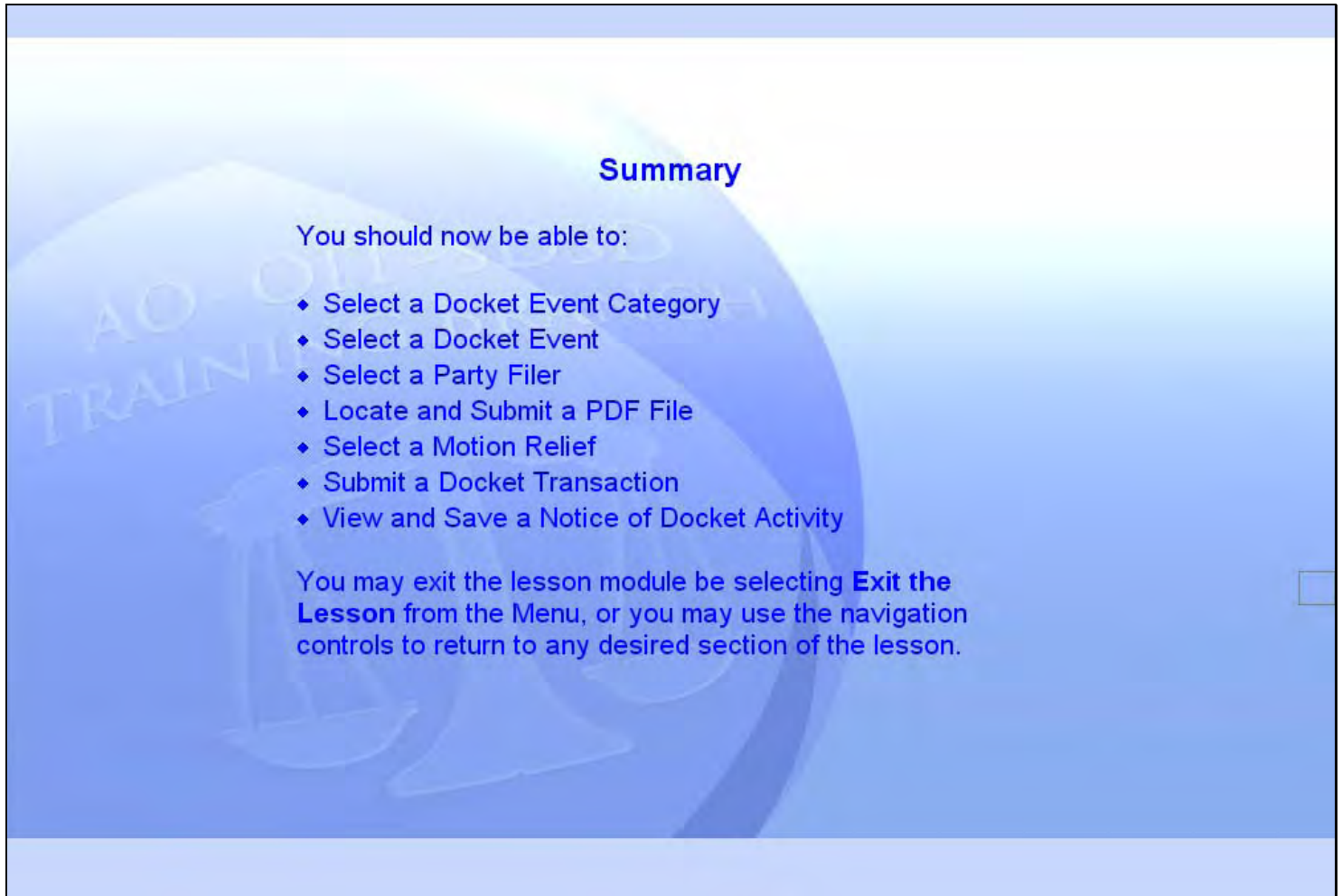
- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 49 - Summary

The slide has a blue gradient background with a faint watermark of a seal and the text 'AO-OF-2008 TRAINING'. The title 'Summary' is in blue. Below it, the text 'You should now be able to:' is followed by a bulleted list of seven items. Then, the text 'You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.' is displayed. A small yellow square is on the right edge.

Summary

You should now be able to:

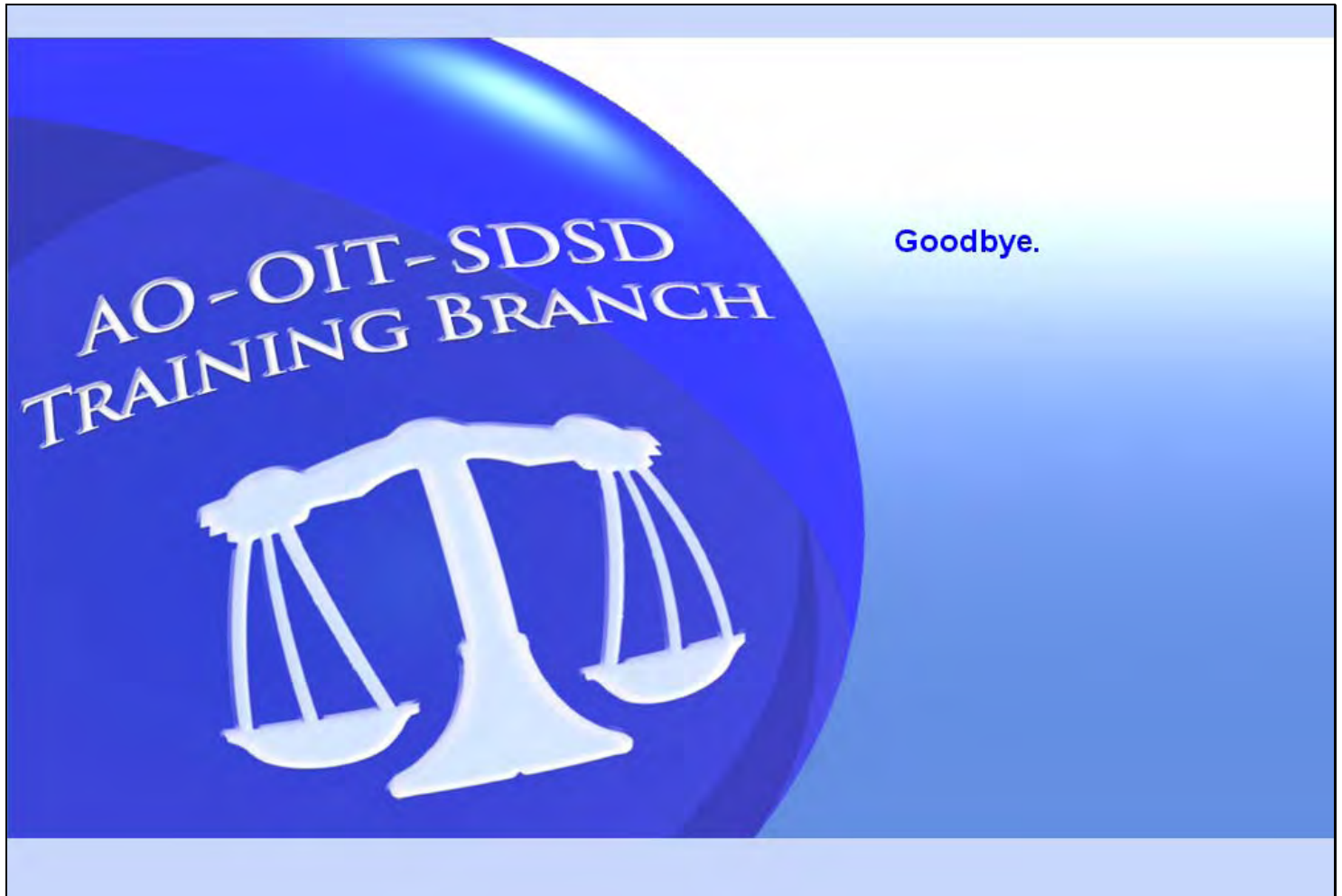
- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Select a Party Filer
- ◆ Locate and Submit a PDF File
- ◆ Select a Motion Relief
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

You may exit the lesson module by selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.


Slide 50 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Filing a Response to Motion	Animation
 <p data-bbox="480 674 1078 947">Welcome to the lesson on Filing a Response to Motion</p>	

Slide notes

Welcome to the lesson on Filing a Response to a Motion.

Slide 2 - Navigation

In order to closely simulate the CM/ECF system, you will be required to follow that mimic the actual software. You may also use the playback controls you may rewind to the beginning of the lesson through the lesson. The playback controls allow you to pause the lesson, click the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter i near the upper right corner for lesson module version information.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

Electronic Learning Module Version 1.0
Captivate Version 3.0
CM/ECF Version 2
Production Information:
Produced by: AO-OIT-SDSD-Training Branch
Contact Information:
<http://www.ca4.uscourts.gov/>
December 12, 2007

Click here.

START

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

The slide has a blue background with a faint watermark of a scale of justice and the text 'ACROSS THE COUNTRY TRAINING'. On the left, there is a small white box with the text 'Click Box (254 x 424) (X:0; Y:0)'. The main content area is titled 'Objectives' in bold blue text. Below the title, it says 'When you complete this lesson module, you will be able to:' followed by a list of seven objectives, each preceded by a blue diamond bullet point. At the bottom center, there is a blue button with the word 'CONTINUE' in white. A red speech bubble with the text 'Click here.' points to the 'CONTINUE' button.

Objectives

When you complete this lesson module, you will be able to:

- ♦ Select a Docket Event Category
- ♦ Select a Docket Event
- ♦ Select a Party Filer
- ♦ Locate and Submit a PDF File
- ♦ Select prior related docket entries
- ♦ Submit a Docket Transaction
- ♦ View and Save a Notice of Docket Activity

Click the **Continue** button.

Click here.

CONTINUE

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Affidavits
- ☐ Petitions & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

In this lesson we've already logged in to CM/ECF and selected Docketing from the CM/ECF main menu. If you need to review these steps, see the lesson module on Filing an Appearance of Counsel.

We will assume you are representing the appellee in this case, and you're going to file a response to a motion filed by opposing counsel. You are now ready to select the appropriate event category. From the left pane, click the radio button for Motions, Responses & Replies.

Slide 5 - Slide 5

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (254 x 424) (X:0; Y:0)

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notice
- ☐ Judgments
- ☐ Rehearing Petition
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ CJA 23 application (SEALED) to proceed under CJA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed
- ☐ Motion filed
- ☐ PLRA application to proceed under Prison Litigation Reform Act filed
- ☐ Reply filed
- ☐ Response/answer filed
- ☐ Response/answer filed to petition for rehearing/rehearing en banc

Click the radio button for Response/Answer filed.

Click here.

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. You will have an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

The list of events in the Motions, Responses & Replies category is now listed in the right pane. From that list of events, click the radio button for Response/answer filed.

Slide 6 - Slide 6

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (254 x 424) (X:0; Y:0)

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ CJA 23 application (SEALED) to proceed under CJA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed
- ☐ Motion filed
- ☐ PLRA application to proceed under Prison Litigation Reform Act filed
- ☐ Reply filed
- ☒ Response/answer filed
- ☐ Response/answer filed to petition for rehearing/rehearing en banc

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the [down arrow] in the scroll bar.

Click here.

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

CMI/ECF Appellate

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ CJA 23 application (SEALED) to proceed under CJA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed
- ☐ Motion filed
- ☐ PLRA application to proceed under Prison Litigation Reform Act filed
- ☐ Reply filed
- ☒ Response/answer filed
- ☐ Response/answer filed to petition for rehearing/rehearing en banc

Click Box (254 x 424) (X:0; Y:0)

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click the **Docket Event** button.

Click here.

Docket Event

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☒ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☐ CJA 23 application (SEALED) to proceed under CJA filed
- ☐ Consent/stipulation filed
- ☐ IFP application to proceed in forma pauperis filed
- ☐ Motion filed
- ☐ PLRA application to proceed under Prison Litigation Reform Act filed
- ☐ Reply filed
- ☒ Response/answer filed
- ☐ Response/answer filed to petition for rehearing/rehearing en banc

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transition slide.)

Slide 9 - Party Filer

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Select the filer(s) below. In consolidated cases, use the All Cases button to apply selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (254 x 424) (X:0; Y:0)

Click here.

Display All Parties All Cases Select All Clear All

Additional Information

Nature of response:
in opposition

PDF Document

Document: Browse...

Add Another

NOTE

439i: If this response was requested by a notice, please choose the notice

Slide notes

Now we need to select the party filer. Since you're representing the Appellee in this case, click the check box for Palace of Pizza, Incorporated.

Slide 10 - Nature of Response

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input checked="" type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Clear All

Additional Information

Nature of response: in opposition ▼

PDF Document

Document: Browse...

Add Another...

NOTE

439: If this response was requested by a notice, please choose the notice

Slide notes

We now need to indicate the nature of our response. Click the down arrow in the drop-down list for Nature of response.

Slide 11 - Slide 11

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input checked="" type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Nature of response:

in opposition

in support of

in opposition

Document Click in opposition. Click here. Browse...

NOTE

439: If this response was requested by a notice, please choose the notice

Slide notes

Click in opposition.

Slide 12 - Browse for PDF

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input checked="" type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Nature of response:
in opposition

PDF Document

Document:

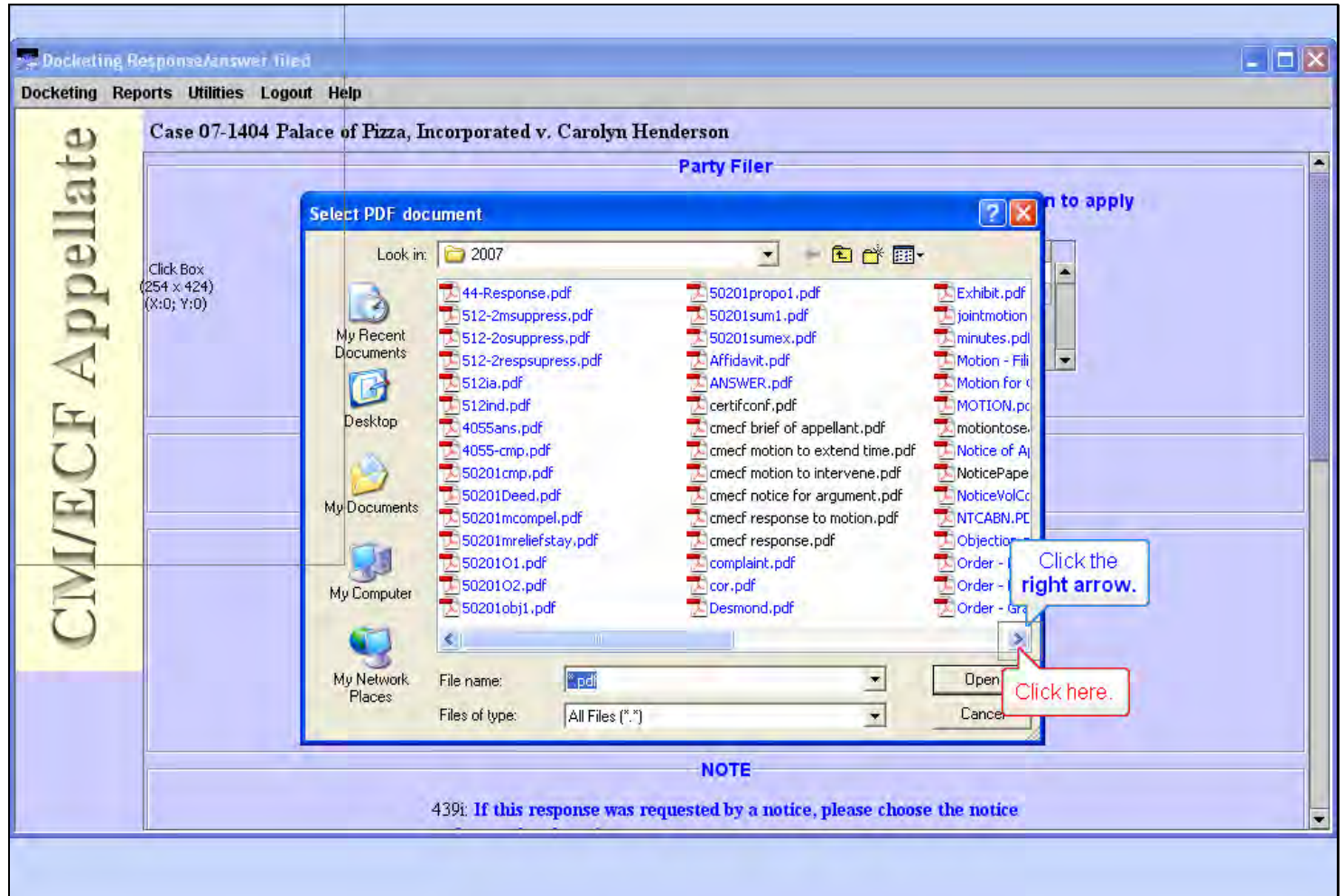
NOTE

439: If this response was requested by a notice, please choose the notice

Slide notes

We're now ready to find the PDF file that is our response. To find it, click the Browse button.

Slide 13 - Slide 13

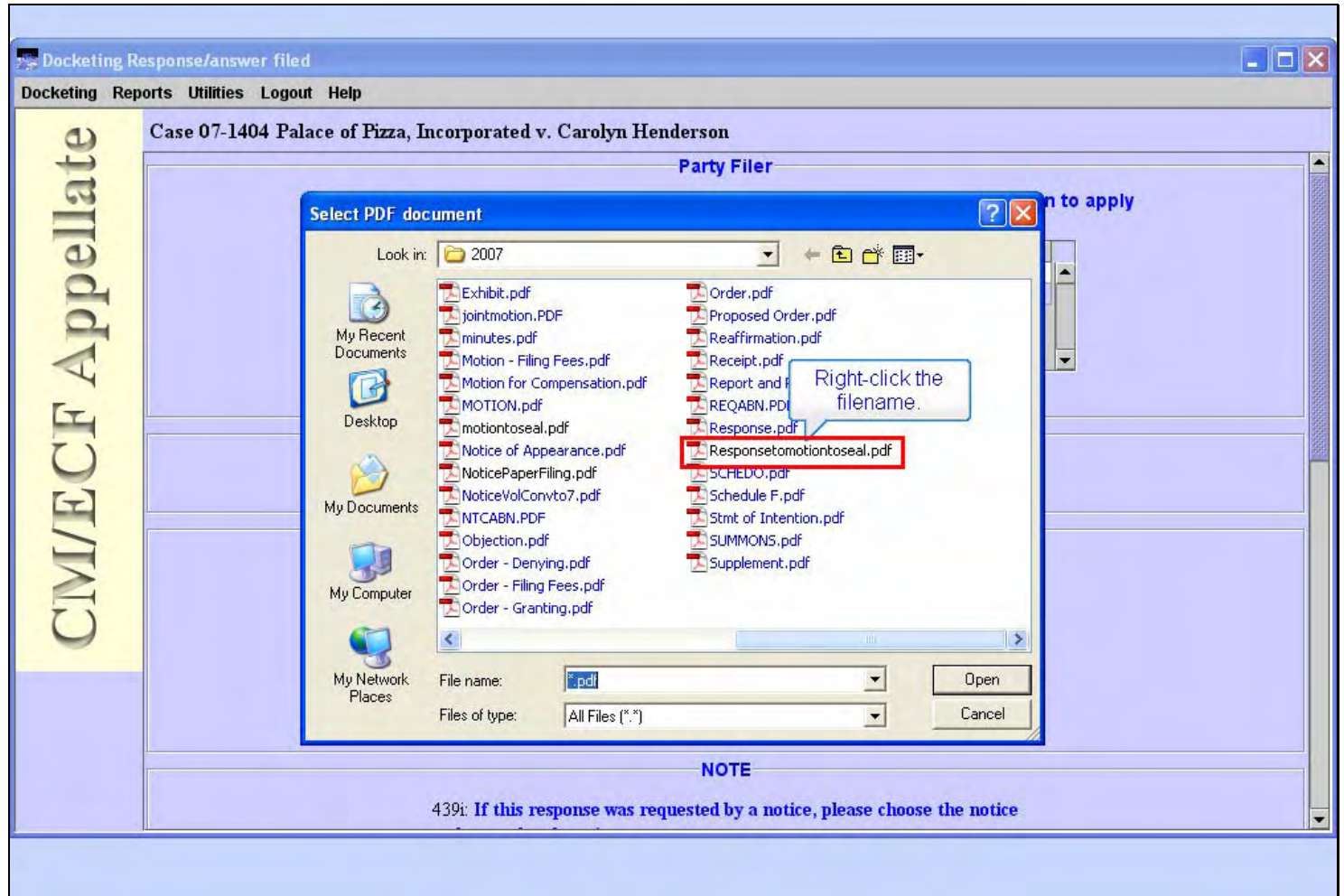


Slide notes

A Select PDF document dialog box pops up. By the way, for more information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our response is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.

Slide 14 - Slide 14

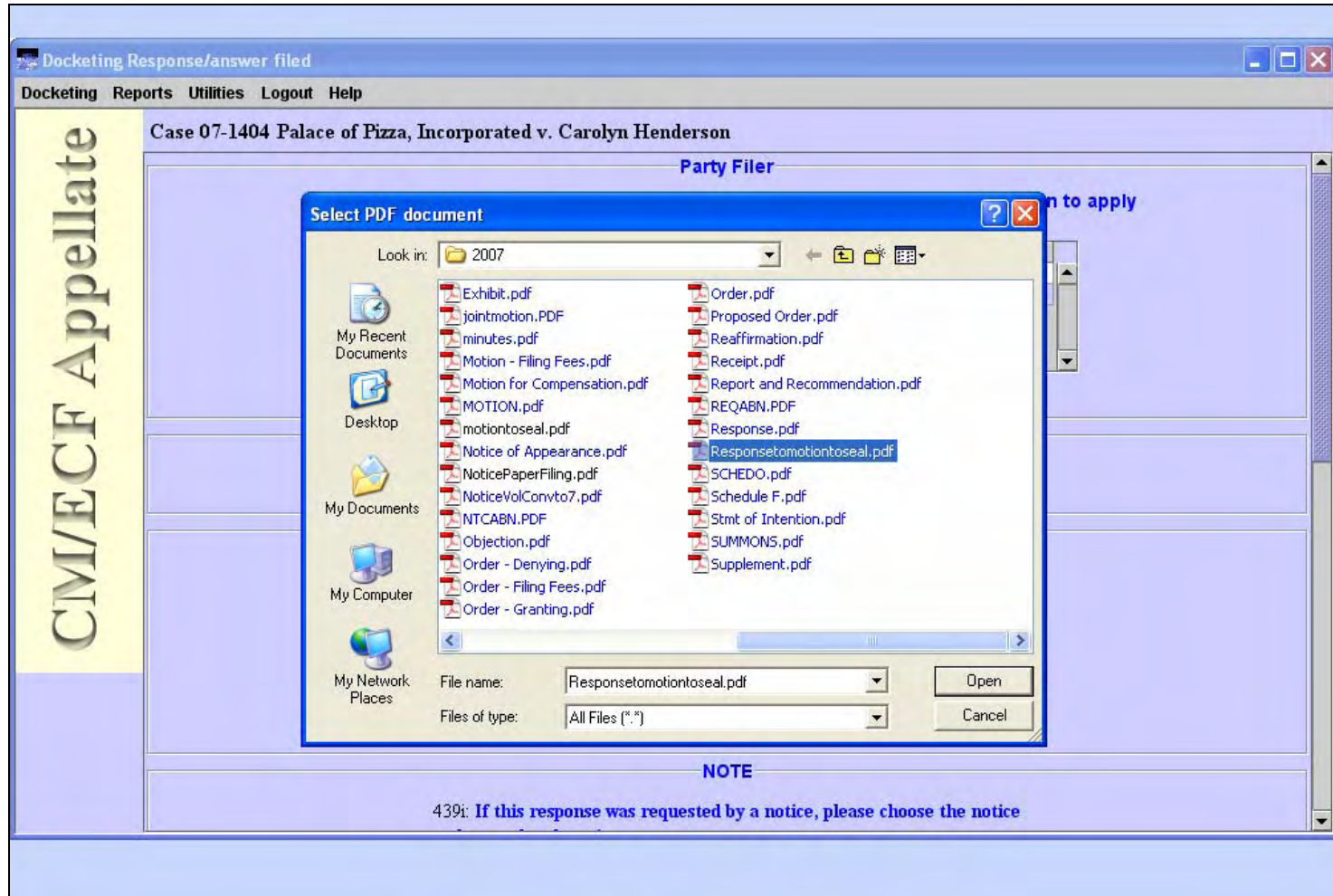


Slide notes

And now we can see our file, named Responsetomotiontoseal.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

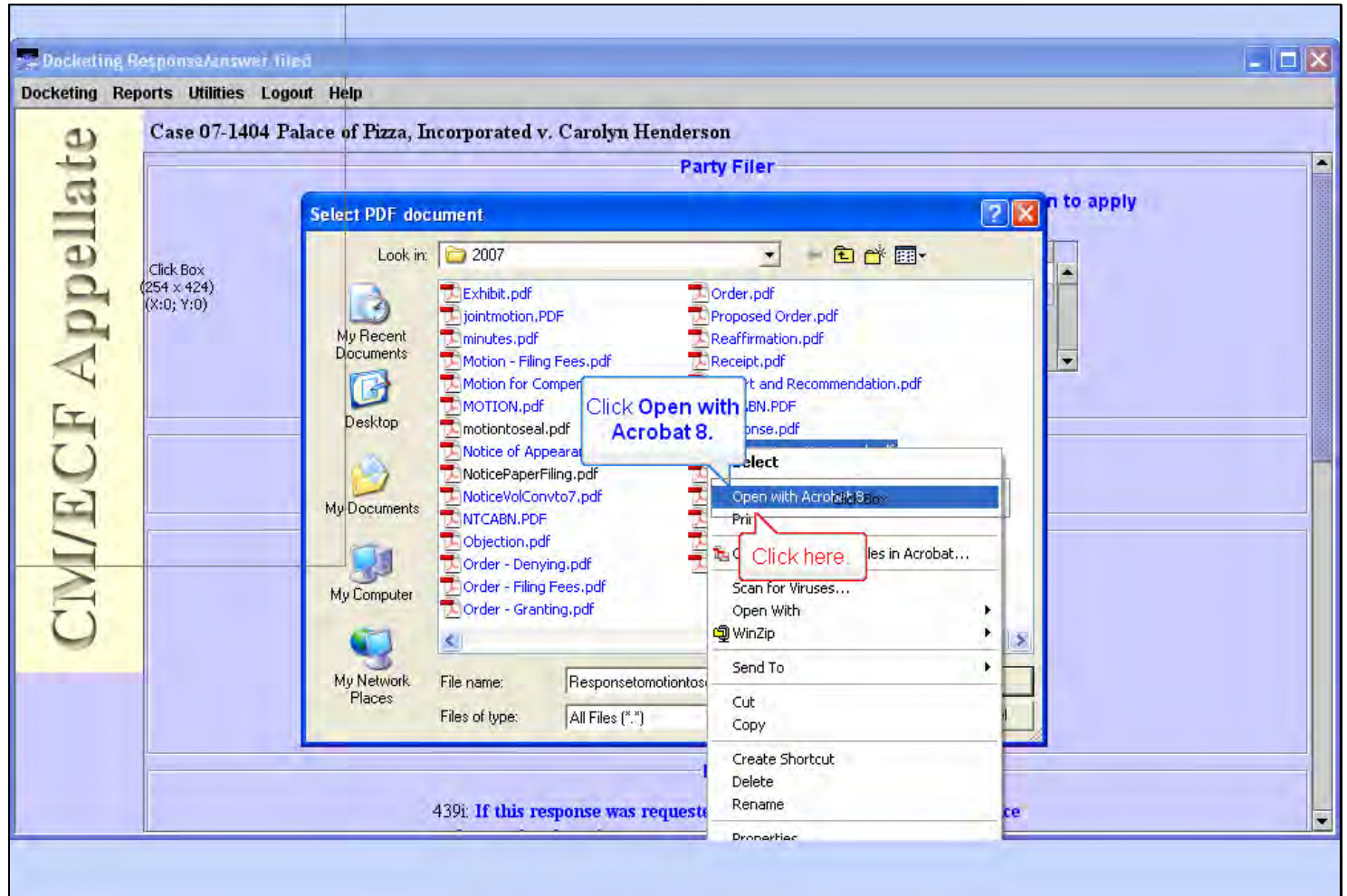
Slide 15 - Slide 15



Slide notes

(Note: This is a transition slide.)

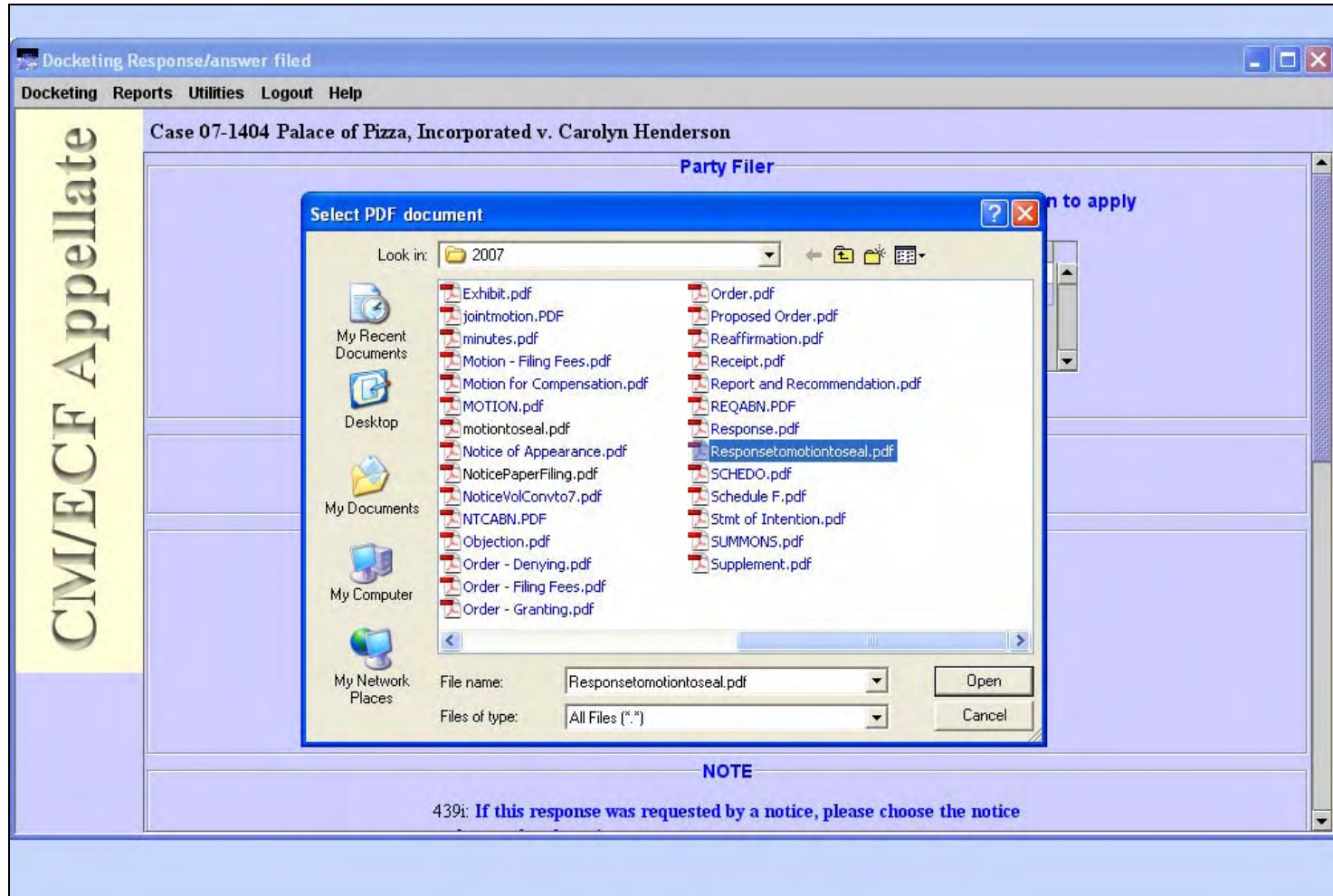
Slide 16 - Slide 16



Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

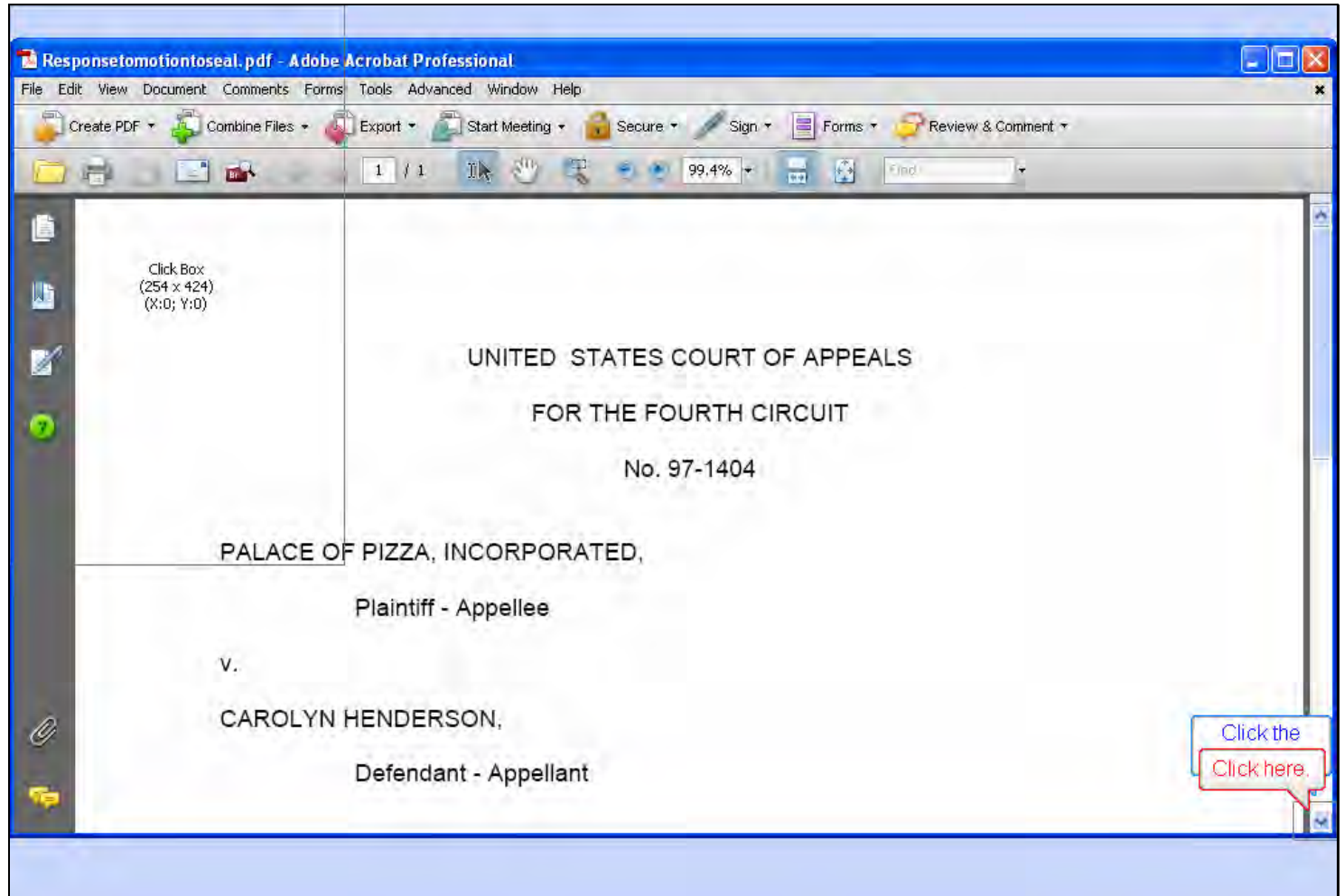
Slide 17 - Slide 17



Slide notes

Note: This is a transition slide.

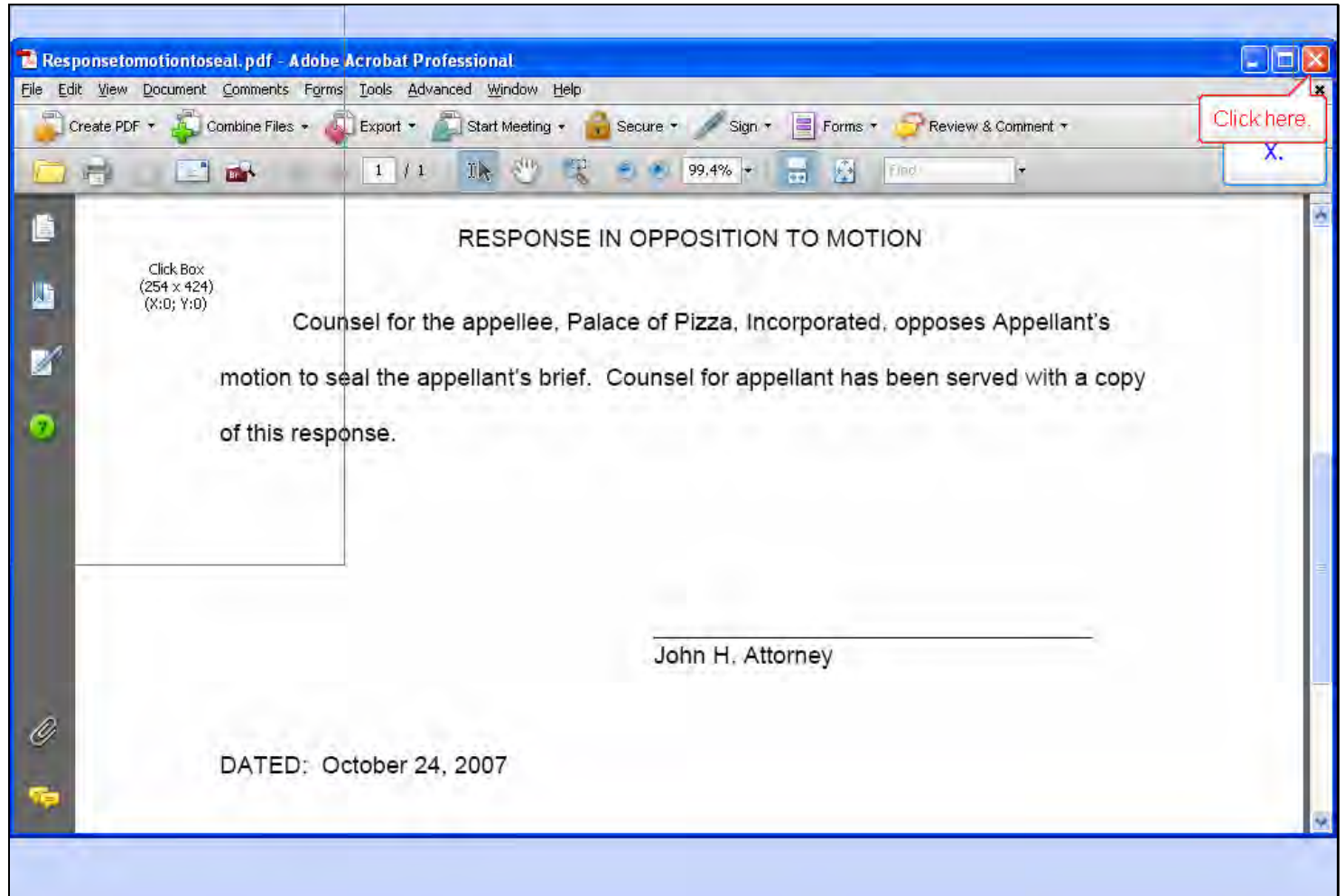
Slide 18 - Slide 18



Slide notes

Adobe Acrobat opens the file and shows you its contents. Click the down arrow in the scroll bar to move down to the bottom of the file.

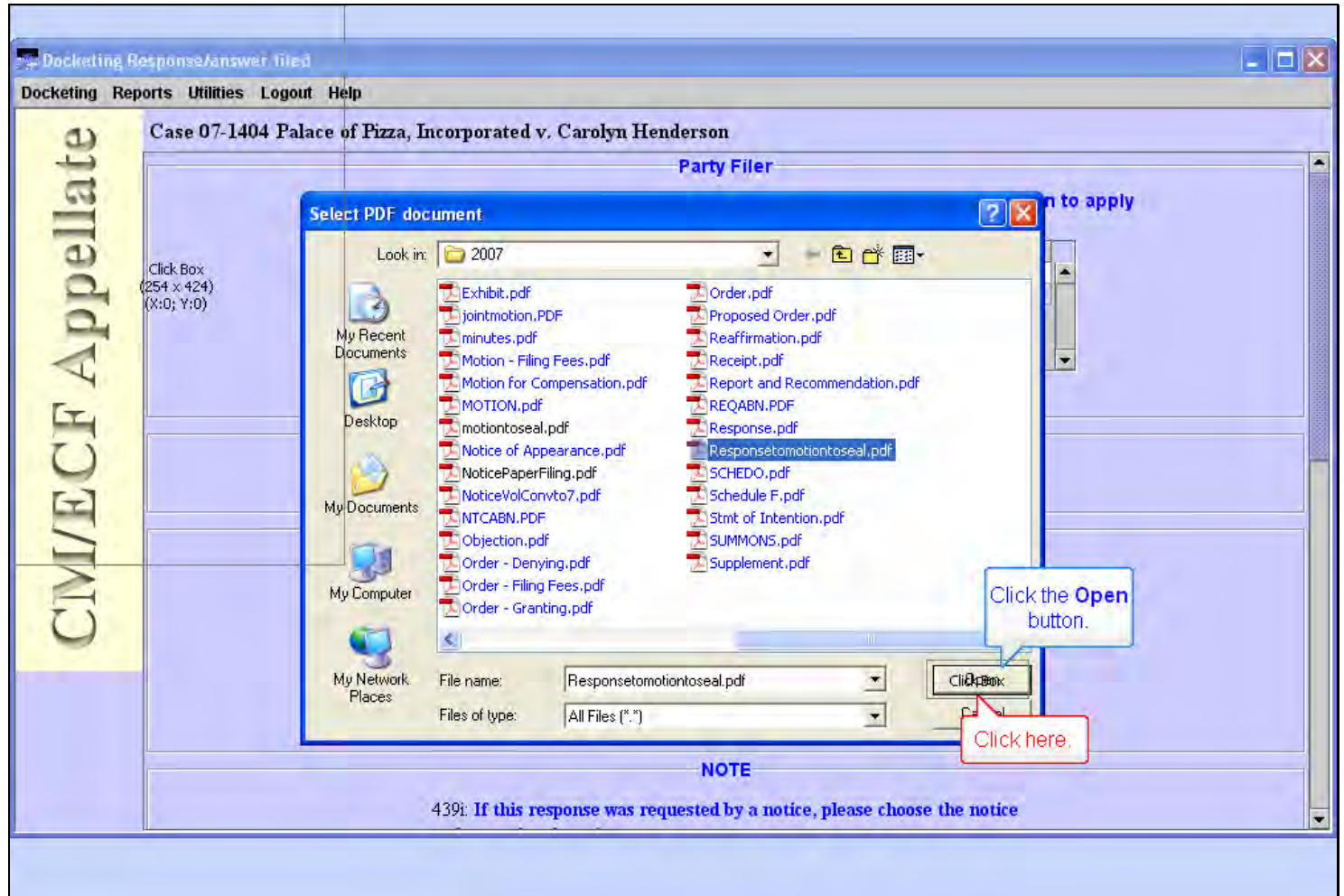
Slide 19 - Slide 19



Slide notes

Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 20 - Slide 20



Slide notes

Now click the Open button.

Slide 21 - Slide 21

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input checked="" type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Additional Information

Nature of response:
in opposition ▼

PDF Document

Document: ECF120071Responsetomotiontoseal.pdf Browse...

Add Another

NOTE

439: If this response was requested by a notice, please choose the notice

Click the Click here.

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the motion, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 22 - Select Related Entries

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

NOTE

439: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Doc	Date Filed	Entry
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [990016717-2] Response due:	Click here
05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson	

Selected Entries

Date Filed	Entry	Cases
Total: 0		

Slide notes

The next step in filing the response is to select which previously filed document we are responding to. As the note in blue text says, if the response was requested by a notice, we would choose both the notice and any related motion.

The process will be to click on the prior docket entry or entries, then click the Add button to add them to the list of Selected Entries. In this case, there was a notice issued requesting our response to the appellant's motion to seal. So we will select them both. First, click the entry for NOTICE ISSUED filed on 10/24/2007.

Slide 23 - Slide 23

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

NOTE

439i: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Date Filed	Entry
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing to the motion to seal [999016717-2] motion pursuant to Loc. R.
05/23/2007	PETITION for rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases

Up
Down
Remove
Close All
Total: 0

CMI/ECF Appellate

Slide notes

Now that the notice is highlighted, click the entry for the Motion filed by the appellant on 10/24/2007.

Slide 24 - Slide 24

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

NOTE

439i: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

AddBox

Selected Entries

Date Filed	Entry	Cases

Up
Down
Remove
Close All
Total: 0

Slide notes

With both entries highlighted, now click the Add button.

Slide 25 - Slide 25

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

NOTE

439i: If this response was requested by a notice, please choose the notice and any related motion.

Click Box (254 x 424) (X:0; Y:0)

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Add

Selected Entries

Entry	Cases
NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:	07-1404
MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.	07-1404

Click Box (254 x 424) (X:0; Y:0)

Click Box (254 x 424) (X:248; Y:547)

Click here.

Up
Down
Remove
Clear All

Total: 2

Slide notes

CM/ECF adds the two entries to the list of Selected Entries. The buttons to the right of the Selected Entries box are for rearranging or removing the entries we have added. The reason for rearranging the entries is that the docket text for our response will list the related entries in the order they are listed here. For example, if you want the docket text to refer to the motion first, then the notice, the entries here should be reversed. To do that, click the selected entry for the motion.

Slide 26 - Slide 26

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

NOTE

439: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
<input checked="" type="checkbox"/>	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas opposing counsel informed of motion pursuant to Loc. R.
<input checked="" type="checkbox"/>	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas	07-1404

Buttons: Add, Up, Remove, Clear All, Total: 2

Annotations:

- Click Box (254 x 424) (X:0; Y:0)
- Click the Up button.
- Click here.

Slide notes

Now with the motion highlighted, click the Up button.

Slide 27 - Slide 27

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

NOTE

439: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
<input checked="" type="checkbox"/>	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas opposing counsel informed of motion pursuant to Loc. R.
<input checked="" type="checkbox"/>	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Add

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

Up
Down
Remove
Clear All

Total: 2

Click Box (254 x 424) (X:0; Y:0)

Click the
Click here.

Slide notes

CM/ECF has now reversed the order of the two selected entries.

Now click the down arrow in the scroll bar to move down.

Slide 28 - Slide 28

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Click Box (254 x 424) (X:0; Y:0)

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Add

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

Up
Down
Remove
Clear All

Total: 2

Click the Continue button.

Click here.

Continue Back Cancel

Slide notes

Now click the Continue button.

Slide 29 - Slide 29

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Date Filed	Entry
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

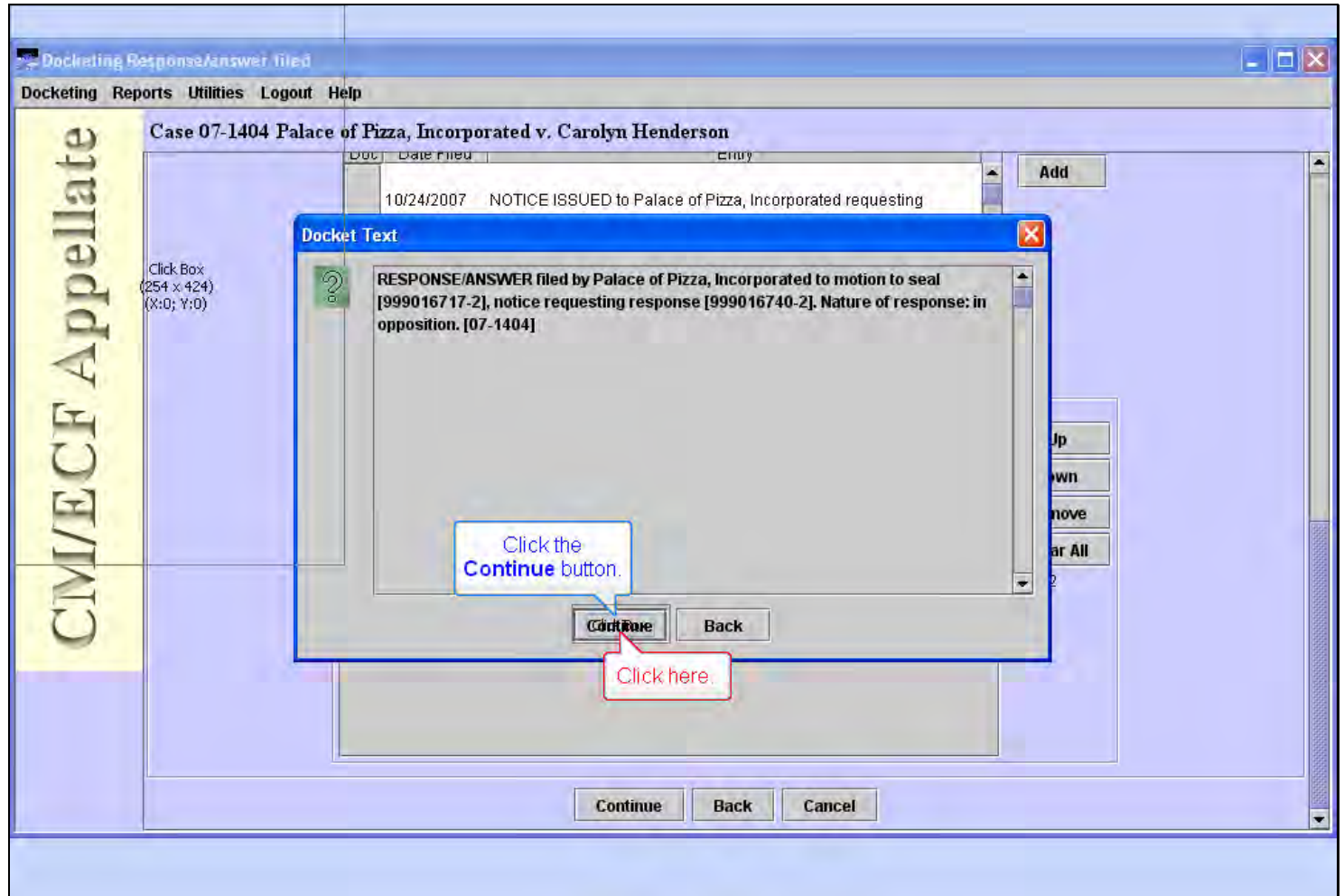
Up
Down
Remove
Clear All
Total: 2

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 30 - Docket Text



Slide notes

And here is the docket text that CM/ECF is building based on our inputs so far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 31 - Submit Transaction

The screenshot shows the CMI/ECF Appellate Docketing system interface. The main window is titled "Docketing Response/Answer filed" and has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". The case name "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson" is displayed. A table lists events, with one entry dated 10/24/2007: "NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:". An "Event Review" dialog box is open, warning that pressing the SUBMIT button commits the transaction. The dialog text reads: "Attention! Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. RESPONSE/ANSWER filed by Palace of Pizza, Incorporated to motion to seal [999016717-2], notice requesting response [999016740-2]. Nature of response: in opposition. [07-1404]". Below the text are "Submit" and "Back" buttons. A blue callout points to the "Submit" button with the text "Click the Submit button.", and a red callout points to the "Back" button with the text "Click here.". On the right side of the dialog, there are buttons for "Up", "Down", "Remove", and "Clear All". At the bottom of the main window are "Continue", "Back", and "Cancel" buttons.

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 32 - Slide 32

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

CMI/ECF Appellate

Date Filed	Entry
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

Up
Down
Remove
Clear All

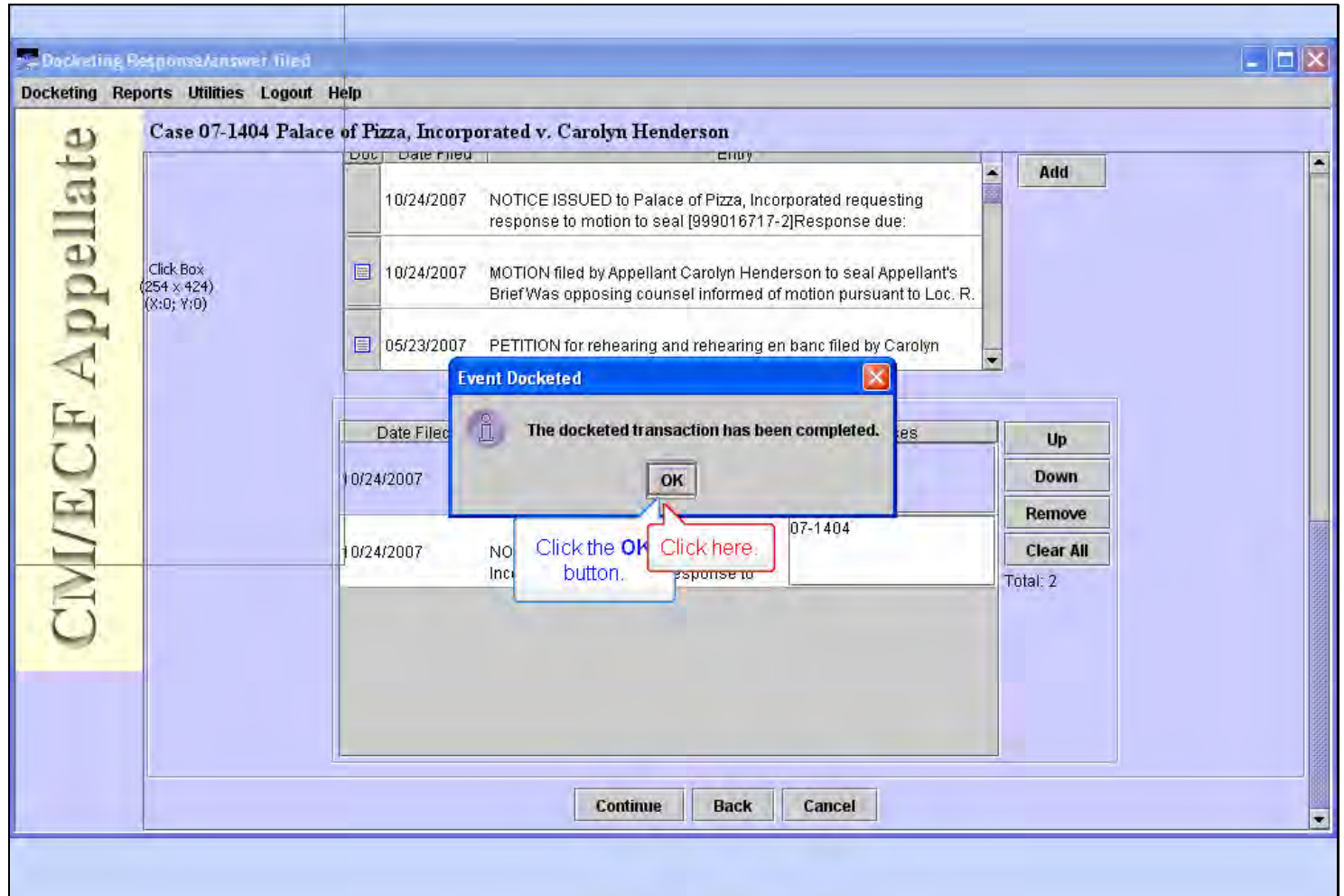
Total: 2

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 33 - Slide 33



Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 34 - Slide 34

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Date Filed	Entry
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

Up
Down
Remove
Clear All

Total: 2

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 35 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Response/answer filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

Click here.

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Click Box
(254 x 424)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
RESPONSE/ANSWER filed by Palace of Pizza, Incorporated to motion to seal [999016717-2], notice requesting response [999016740-2]. Nature of response: in opposition. [07-1404]

The following document(s) are associated with this transaction:

Document Description: Response/answer filed

Original Filename: cmecf response to motion.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016745-0]
[06e8d8001d4e60b4b2b4e18a22105089bae6dabbf407daefe0580da8f4403c9dfe659f08d1d2380c979ed08fd14505a82b5171611dac87cd9d5d6ad5dfd940]

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 36 - Slide 36

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Response/answer filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

RESPONSE/ANSWER filed by Palace of Pizza, Incorporated to motion to seal [999016717-2], notice requesting response [999016740-2]. Nature of response: in opposition. [07-1404]

The following document(s) are associated with this transaction:

Document Description: Response/answer filed

Original Filename: cmecf response to motion.pdf

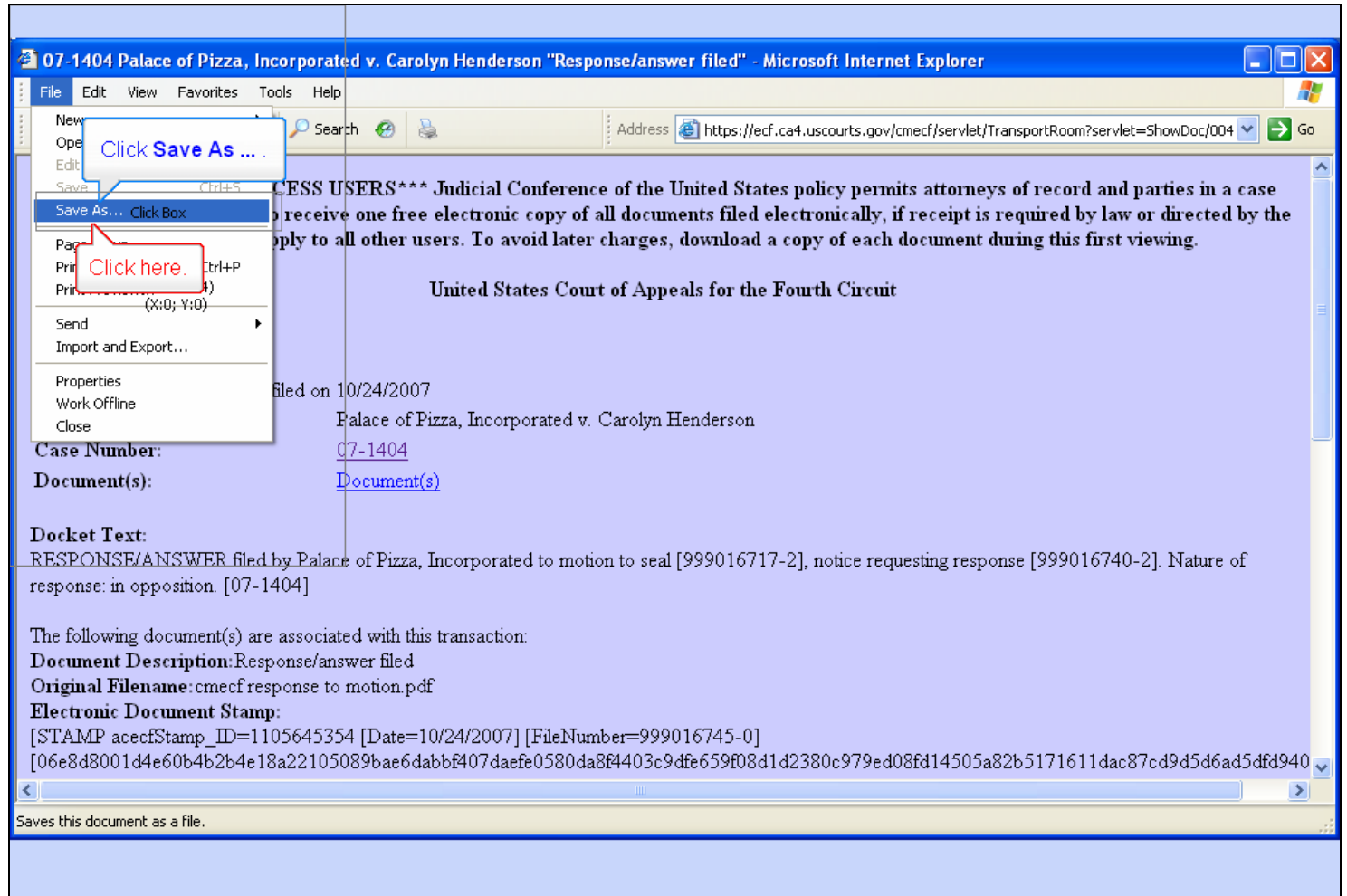
Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016745-0]
[06e8d8001d4e60b4b2b4e18a22105089bae6dabbf407daefe0580da8f4403c9dfe659f08d1d2380c979ed08fd14505a82b5171611dac87cd9d5d6ad5dfd940]

Slide notes

(Note: This is a transition slide.)

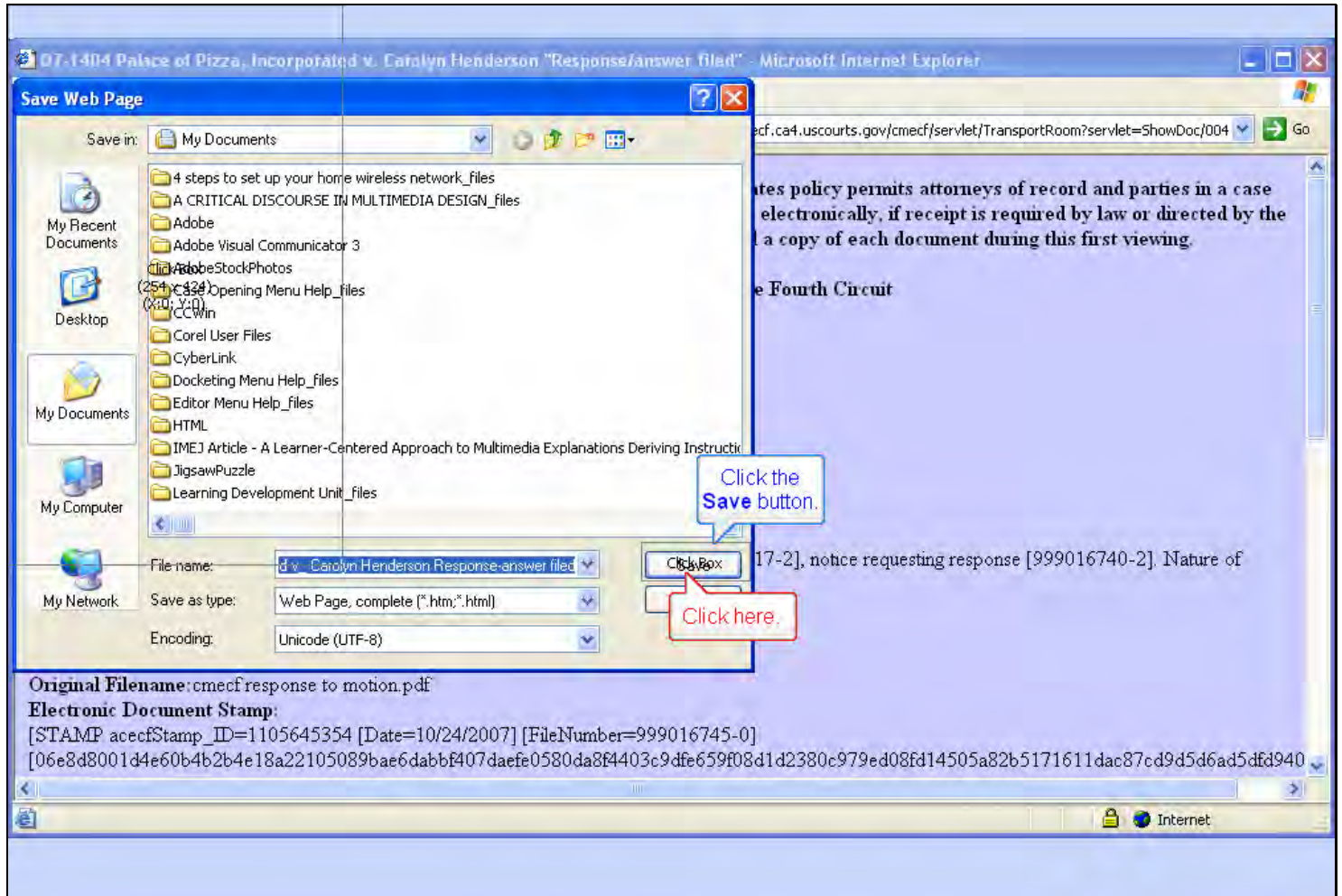
Slide 37 - Slide 37



Slide notes

Now click Save As ...

Slide 38 - Slide 38



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 39 - Slide 39

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Response/answer filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc>

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Click Box
(254 x 424)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
RESPONSE/ANSWER filed by Palace of Pizza, Incorporated to motion to seal [999016717-2], notice requesting response [999016740-2]. Nature of response: in opposition. [07-1404]

The following document(s) are associated with this transaction:

Document Description: Response/answer filed

Original Filename: cmecf response to motion.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016745-0]
[06e8d8001d4e60b4b2b4e18a22105089bae6dabbf407daefe0580da8f4403c9dfe659f08d1d2380c979ed08fd14505a82b5171611dac87cd9d5d6ad5dfd940]

Internet

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 40 - Slide 40

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 41 - SummaryThe slide has a blue gradient background with a faint watermark of a scale of justice and the text "AO-COURT-CEDDO TRAINING BRANCH". The title "Summary" is in blue. The text "You should now be able to:" is in blue. Below it is a bulleted list of seven items, each preceded by a blue diamond. The final paragraph is in blue. A small square icon is in the bottom right corner.

Summary

You should now be able to:

- ♦ Select a Docket Event Category
- ♦ Select a Docket Event
- ♦ Select a Party Filer
- ♦ Locate and Submit a PDF File
- ♦ Select prior related docket entries
- ♦ Submit a Docket Transaction
- ♦ View and Save a Notice of Docket Activity

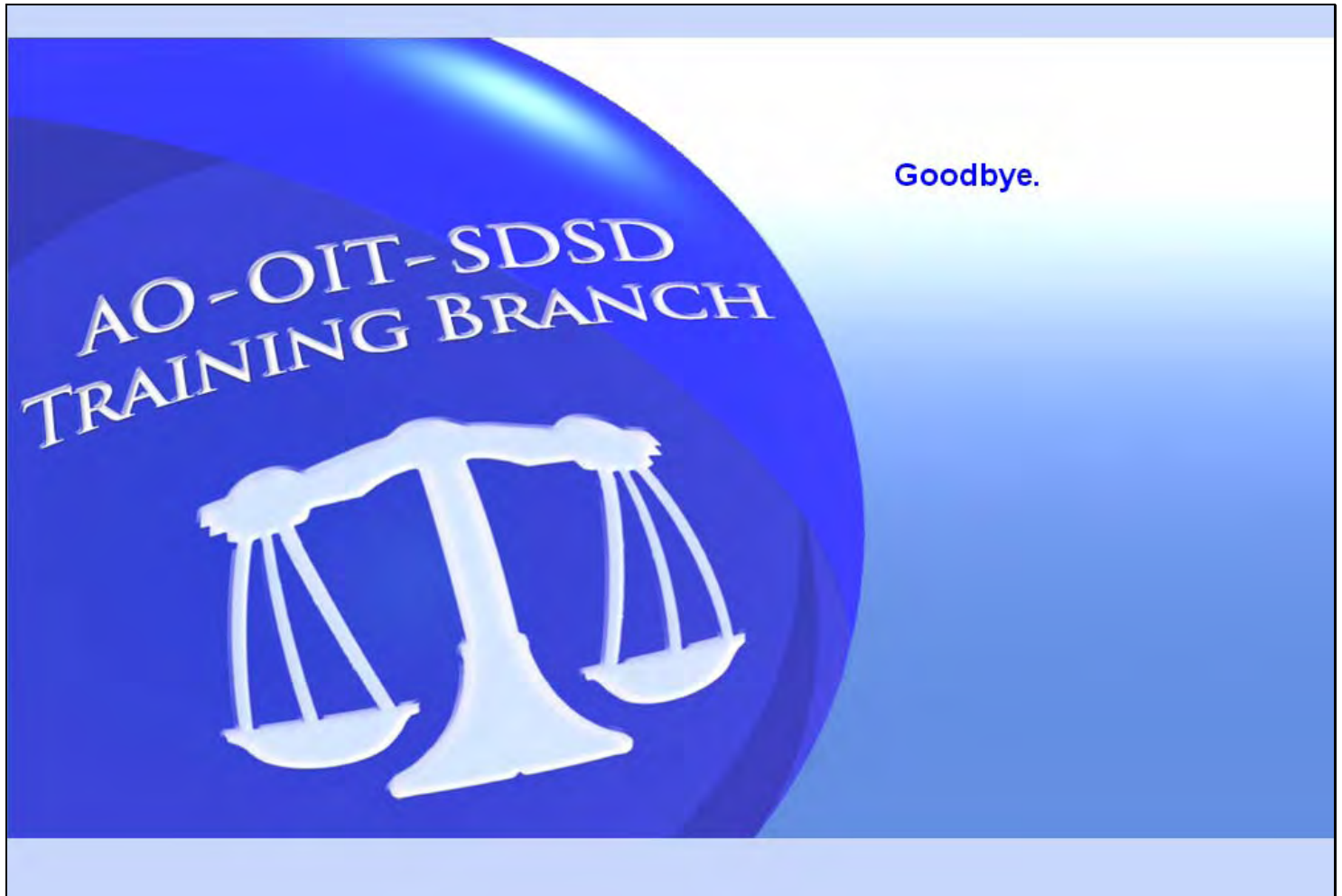
You may exit the lesson by selecting Exit the Lesson from the menu, or you may return to any desired section of the lesson module.

Slide notes

This completes the lesson module. In summary, these are the things you should now be able to do.

You may exit the lesson by selecting Exit the Lesson from the menu, or you may use the navigation controls to return to any desired section of the lesson module.

Slide 42 - Exit



Slide notes

Thanks for taking this lesson. Goodbye.

Slide 1 - Welcome

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-OIT-SDSD-TRAINING BRANCH". A title bar at the top reads "Filing a Notice of Paper Filing" with a red "i" icon and an "Animation" button. A white text box in the upper center contains the following information:

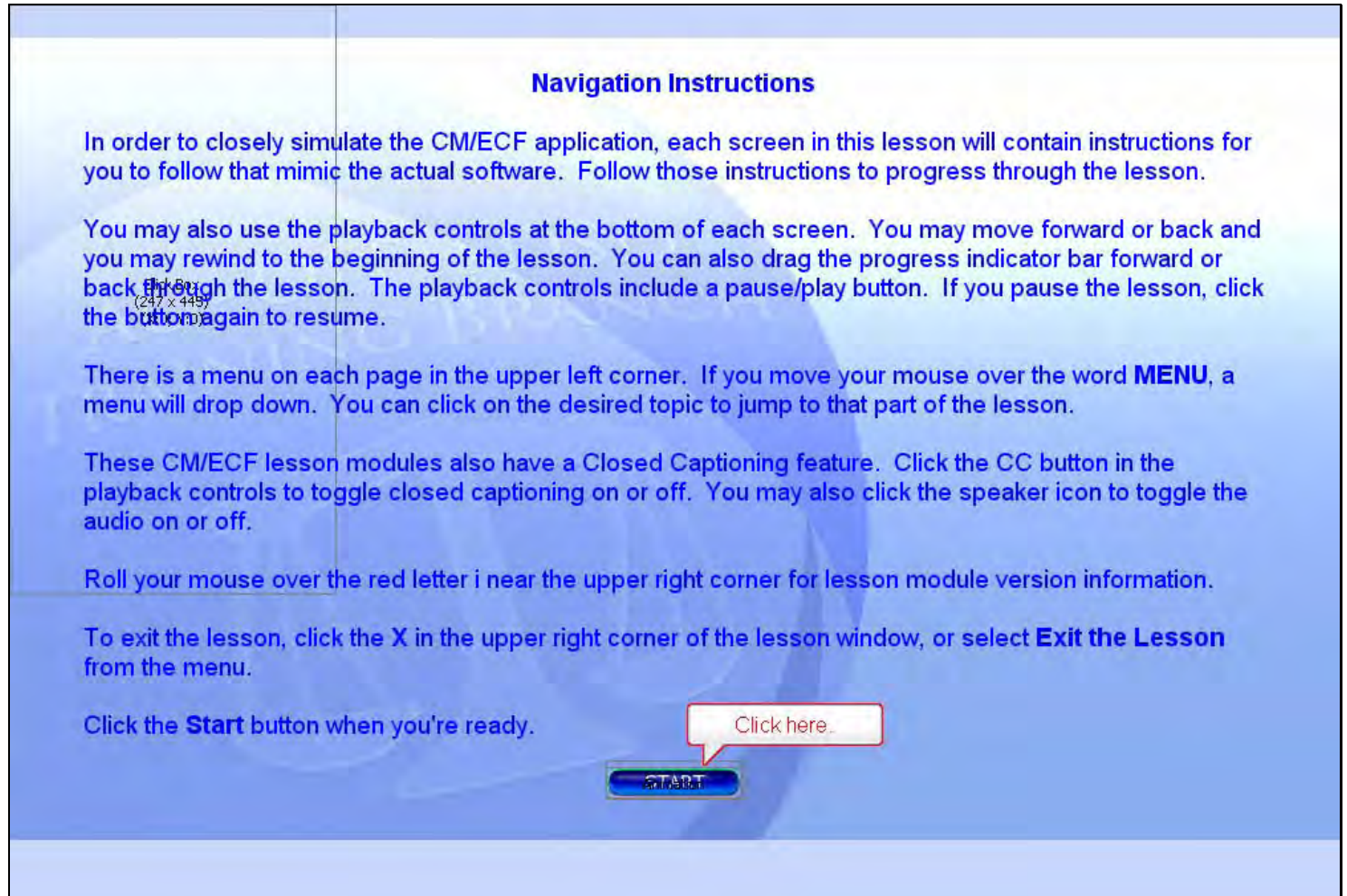
Electronic Learning Module Version 1.0
Captivate Version 3.0
CM/ECF Version 2
Production Information:
Produced by: AO-OIT-SDSD-Training Branch
Contact Information:
<http://www.ca4.uscourts.gov/>
January 2, 2008

The main title "Welcome to the lesson on Filing a Notice of Paper Filing" is displayed in large, bold, blue text in the center.

Slide notes

Welcome to the lesson on filing a Notice of Paper Filing.

Slide 2 - Navigation

The slide has a light blue background with a faint watermark of a person's face. It contains several paragraphs of text in blue font. At the bottom, there is a blue 'START' button with a red speech bubble pointing to it that says 'Click here.'

Navigation Instructions

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter i near the upper right corner for lesson module version information.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

START

Click here.

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives



The slide has a blue background with a faint watermark of a building and the text 'APPROXIMATELY 2000' and 'TRAINING'. On the left, there is a text box with the text 'Click Box (247 x 445) (X:0; Y:0)'. The main content area contains the title 'Objectives' in blue, followed by the text 'When you complete this lesson module, you will be able to:'. Below this is a list of six objectives, each preceded by a blue diamond symbol. At the bottom, there is a blue button with the word 'CONTINUE' in white. A red speech bubble with the text 'Click here.' points to the 'CONTINUE' button. The text 'Click the Continue button.' is also present above the button.

Objectives

When you complete this lesson module, you will be able to:

- ♦ Select a Docket Event Category
- ♦ Select a Docket Event
- ♦ Select a Party Filer
- ♦ Enter Service Information
- ♦ Locate and Submit a PDF File
- ♦ Enter Additional Information
- ♦ Submit a Docket Transaction

Click the **Continue** button.

Click here.

CONTINUE

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (247 x 445) (X:0; Y:0)

Click the radio button for **Other, Sealed & Paper Filings**.

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Click here.

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

We will assume you have filed an appendix to your brief in paper form. Now you are going to make an entry on the docket to give electronic notice of the paper filing. You've already logged in to CM/ECF, selected Docketing, and entered your case number. For details on how to do those steps, see the lesson module on Filing an Appearance of Counsel.

You're now ready to select the appropriate event. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the category in the left pane is Other, Sealed & Paper Filings. Click the radio button for that category.

Slide 5 - Slide 5

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☒ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ SEALED DOCUMENT FILED
- ☐ Affidavit filed
- ☐ Certificate of confidentiality filed
- ☐ Classified document filed
- ☐ Document filed re:
- ☐ Exhibit(s) filed
- ☐ Letter filed re:

Click Box (247 x 445) (X:0; Y:0)

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the down arrow.

Click here.

Slide notes

Now the right pane shows all the events in that selected category. In order to find the specific event for the notice, we need to scroll down. Click the down arrow in the scroll bar.

Slide 6 - Slide 6

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (247 x 445) (X:0; Y:0)

First select one

- ☐ Forms, Notices & Filings
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☒ Other, Sealed & Paper Filings

Letter filed re:

- ☐ Memorandum filed re:
- ☒ Notice of paper filing
- ☐ Social Master's report/order filed
- ☐ Judgment on certified question filed
- ☐ State court opinion on certified question filed
- ☐ Status report filed
- ☐ Suggestion filed re:
- ☐ Supplemental authorities filed (FRAP 28(j))

Click here.

Click the radio button for Notice of paper filing.

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

We can now see the event Notice of paper filing. Click the radio button for that event.

Slide 7 - Slide 7

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (247 x 445) (X:0; Y:0)

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☒ Other, Sealed & Paper Filings

Letter filed re:

- ☐ Letter filed re:
- ☐ Memorandum filed re:
- ☒ Notice of paper filing
- ☐ Special Master's report/order filed
- ☐ State court judgment on certified question filed
- ☐ State court opinion on certified question filed
- ☐ Status report filed
- ☐ Suggestion filed re:
- ☐ Supplemental authorities filed (FRAP 28(j))

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

<input checked="" type="checkbox"/>	07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)
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Click the [Click here](#) link.

Slide notes

With the correct category and event selected, click the down arrow in the scroll bar to move down.

Slide 8 - Slide 8

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☒ Other, Sealed & Paper Filings

Click Box (247 x 445) (X:0; Y:0)

- ☐ Letter filed re:
- ☐ Memorandum filed re:
- ☒ Notice of paper filing
- ☐ Special Master's report/order filed
- ☐ State court judgment on certified question filed
- ☐ State court opinion on certified question filed
- ☐ Status report filed
- ☐ Suggestion filed re:
- ☐ Supplemental authorities filed (FRAP 28(j))

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the **Docket Event** button.

Click here.

Docket Event

Slide notes

Now click the Docket Event button.

Slide 9 - Slide 9

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☒ Other, Sealed & Paper Filings

- ☐ Letter filed re:
- ☐ Memorandum filed re:
- ☒ Notice of paper filing
- ☐ Special Master's report/order filed
- ☐ State court judgment on certified question filed
- ☐ State court opinion on certified question filed
- ☐ Status report filed
- ☐ Suggestion filed re:
- ☐ Supplemental authorities filed (FRAP 28(j))

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transition slide.)

Slide 10 - Select Party Filer

Click Box (247 x 445) (X:0; Y:0)

Click the check box for Carolyn Henderson.

Click here.

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Select the filer(s) below. In consolidated cases, use the All Cases button to apply action to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Service

Service Date:

☐ US Mail ☐ Fax

☐ Hand ☐ 3rd Party

☐ Email ☐ Clerk

PDF Document

Document: Browse...

Submit

Slide notes

Now we need to select the party filer. Since you're representing the Appellant in this case, click the check box for Carolyn Henderson.

Slide 11 - Service Information

Slide notes

Now we need to identify the date and method of service. In the Service Date field, type 10/23/2007, then click the US Mail check box.

Slide 12 - Browse for PDF

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Service

Service Date: 10/23/2007

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Document: **Browse...**

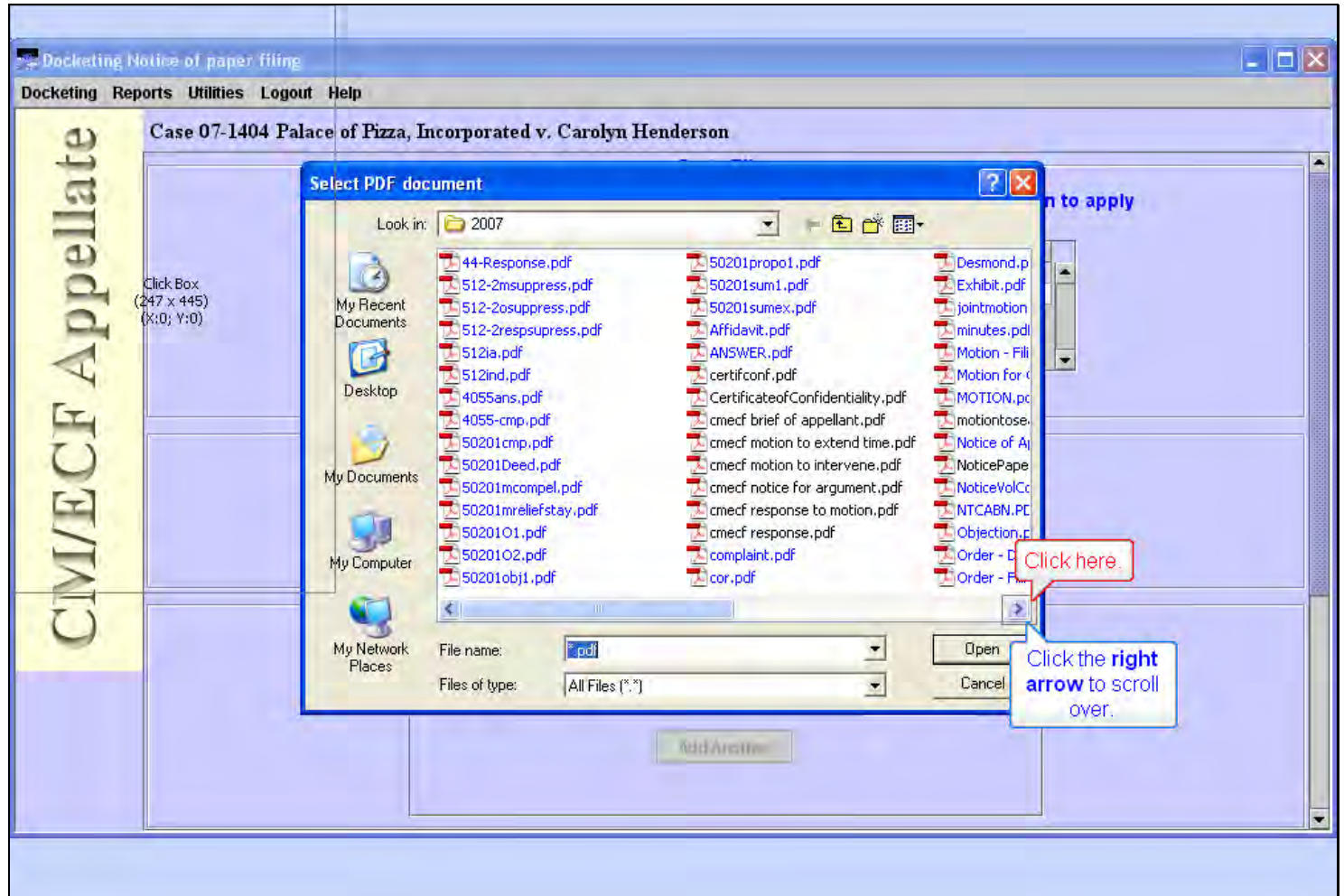
Click the **Browse...** button.

Click here.

Slide notes

We are now ready to find the PDF file that is our notice. To find it, click the Browse button.

Slide 13 - Slide 13

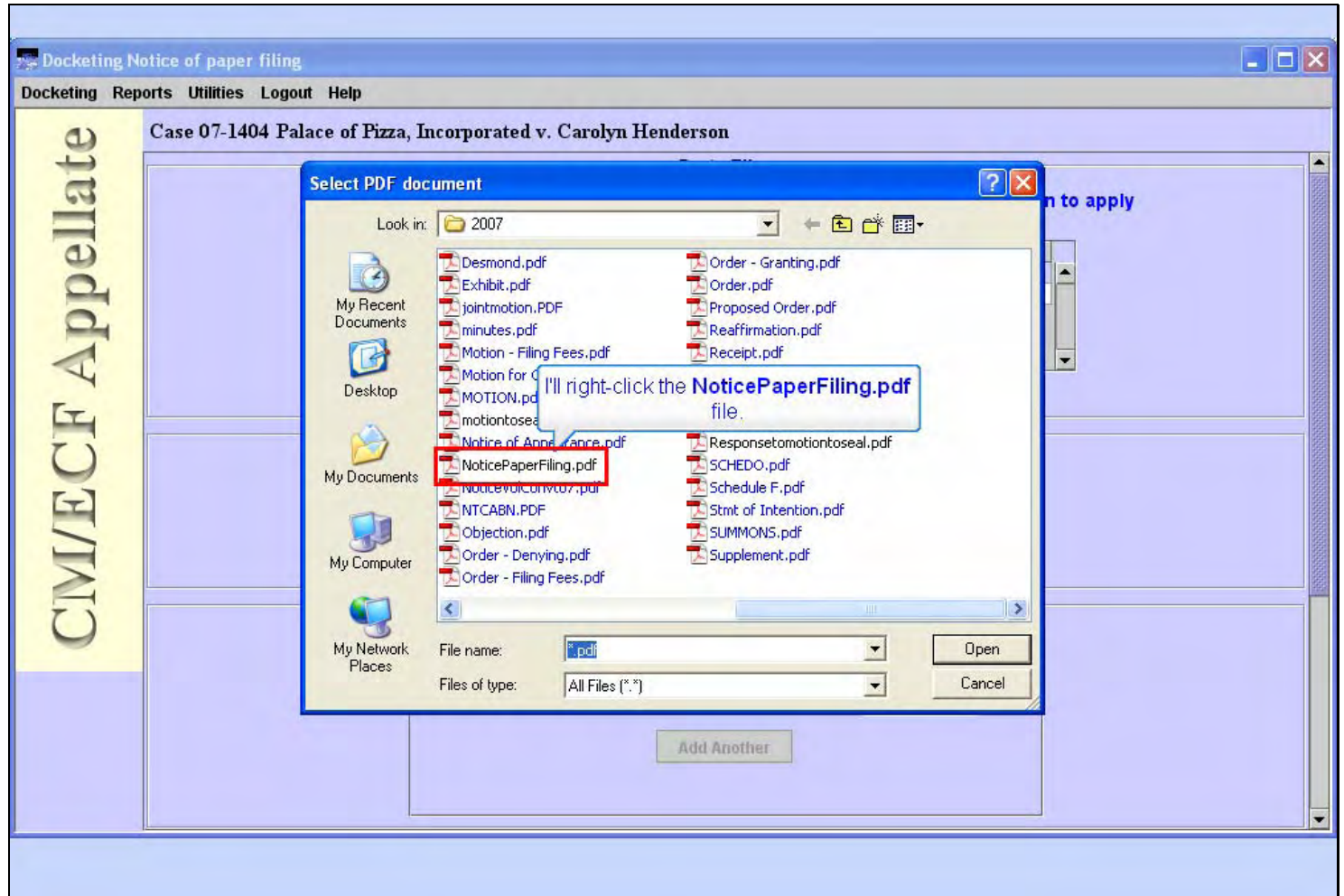


Slide notes

A Select PDF document dialog box pops up. By the way, for information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our notice is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.

Slide 14 - Slide 14

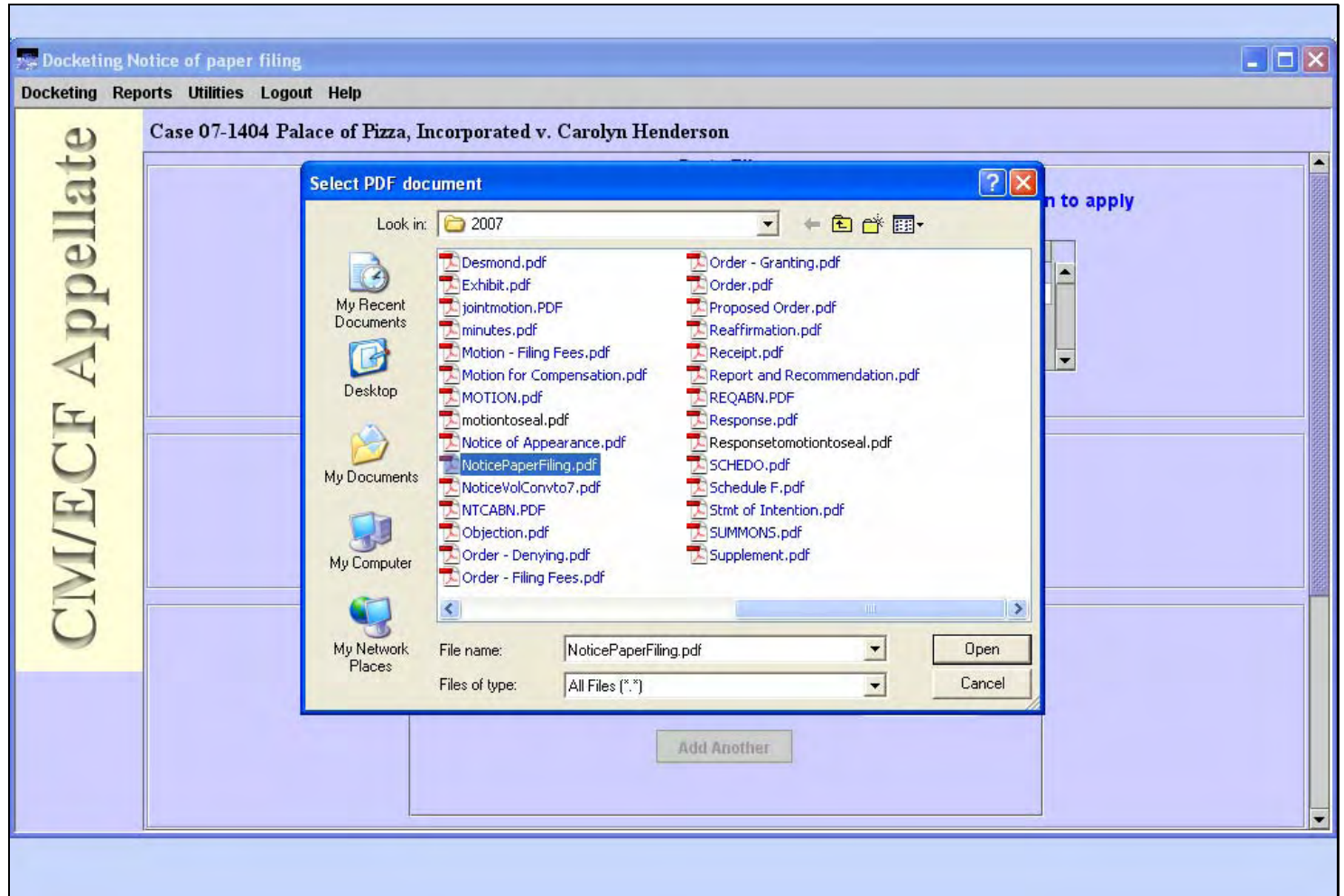


Slide notes

And now we can see our file, named NoticePaperFiling.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

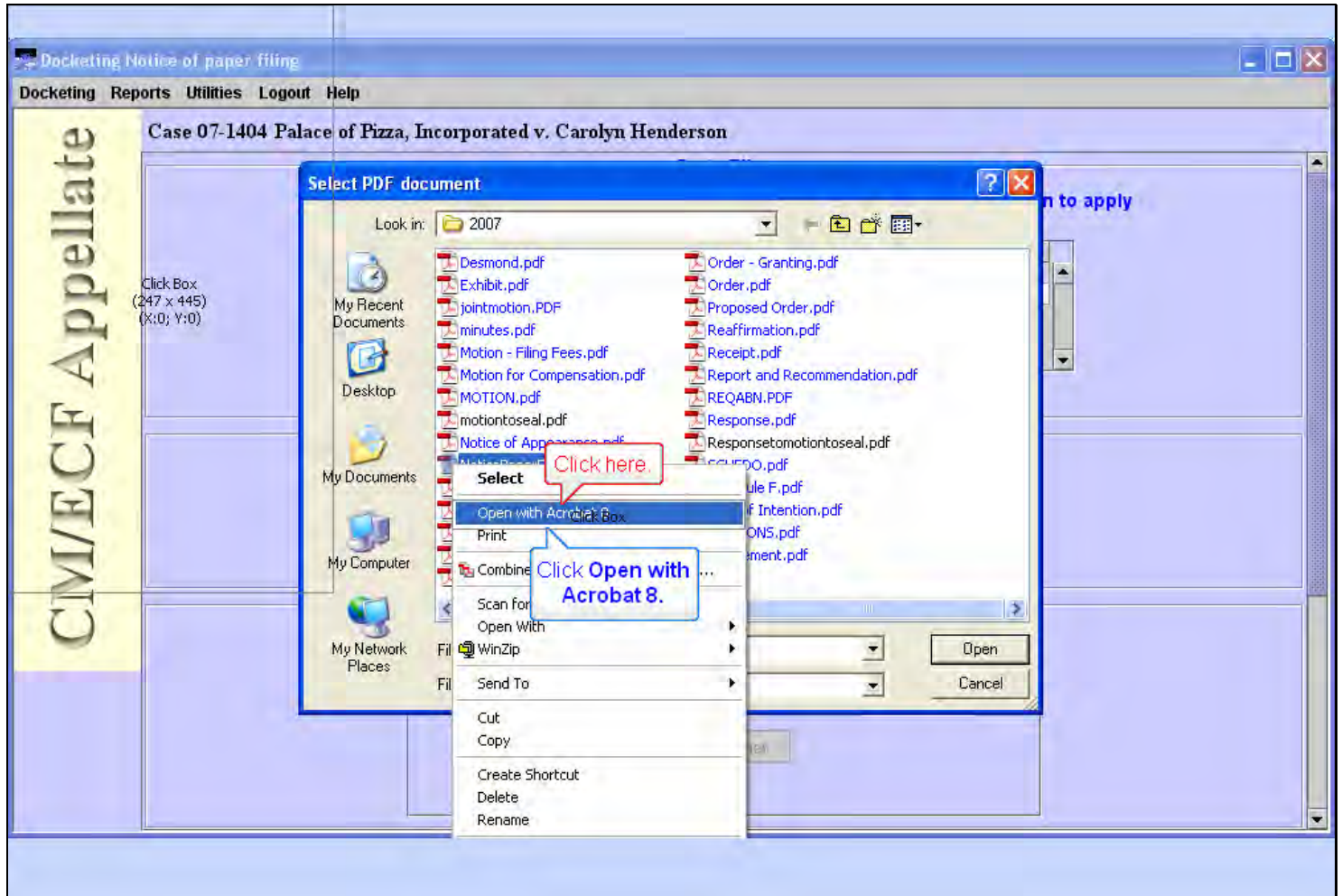
Slide 15 - Slide 15



Slide notes

(Note: This is a transition slide.)

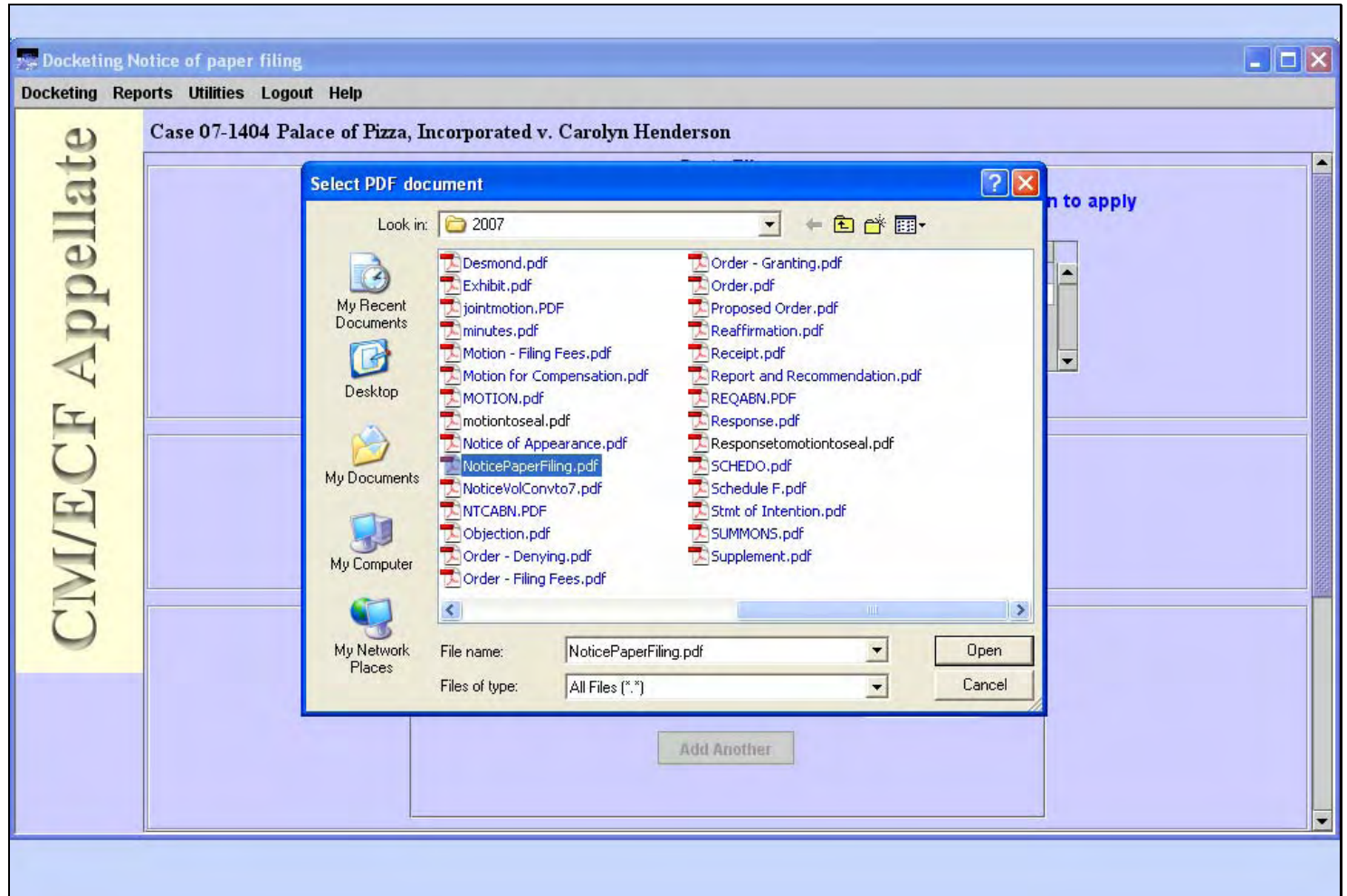
Slide 16 - Slide 16



Slide notes

Now from the pop-up menu, click on Open with Acrobat 8.

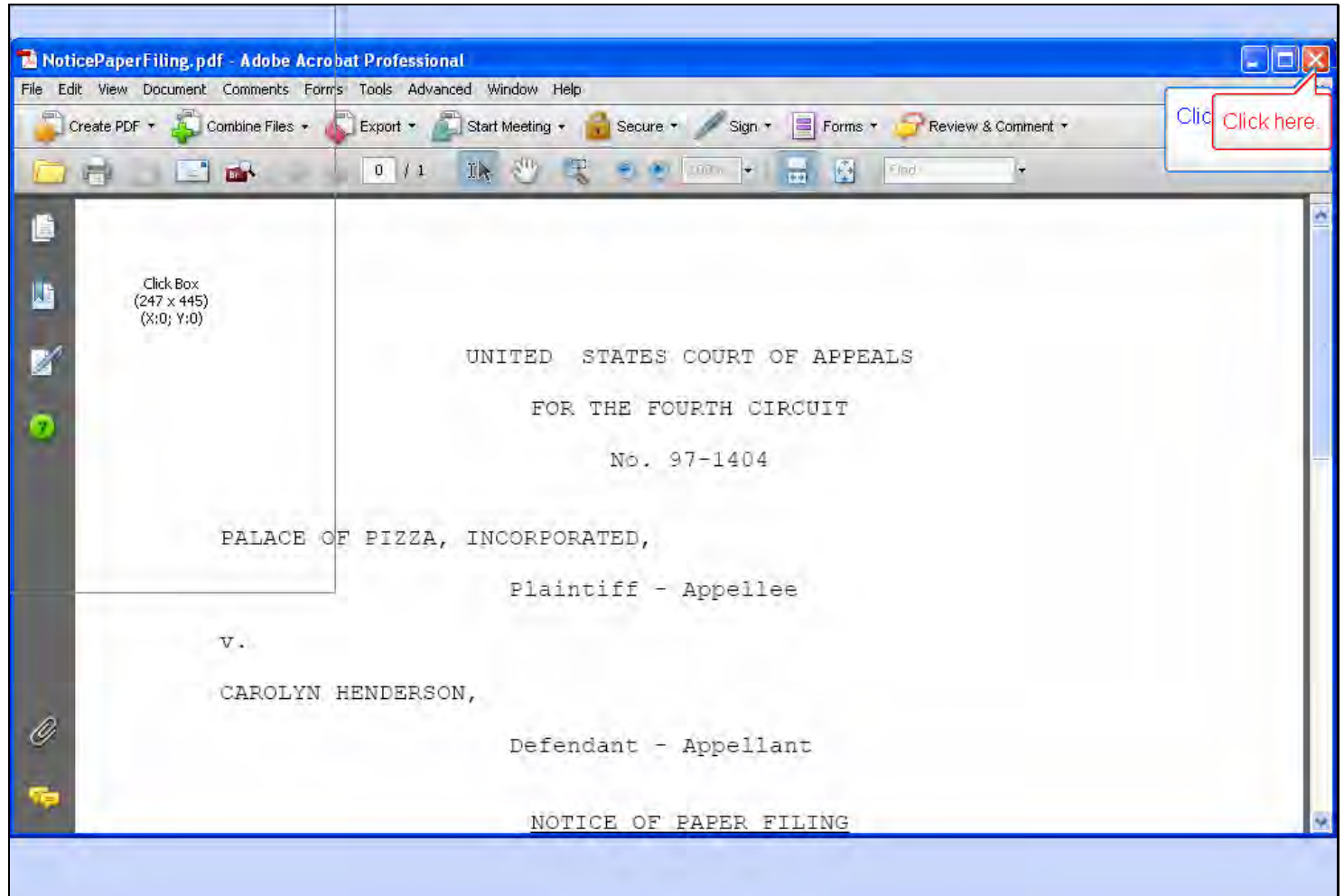
Slide 17 - Slide 17



Slide notes

(Note: This is a transition slide.)

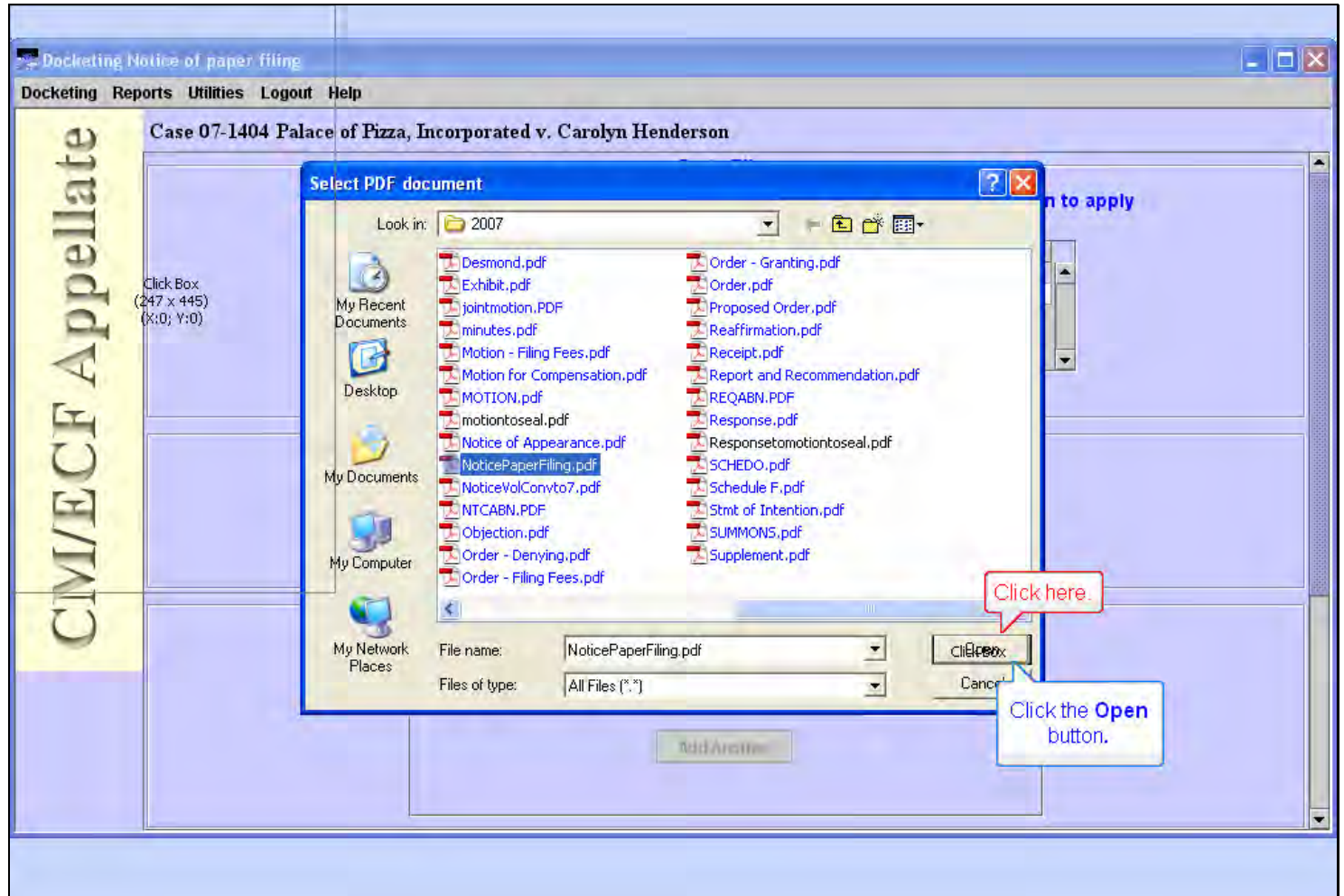
Slide 18 - Slide 18



Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 19 - Slide 19



Slide notes

Now click the Open button.

Slide 20 - Slide 20

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

Service

Service Date: 10/23/2007

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Document: C:\CM/ECF\2007\NoticePaperFiling.pdf Browse... Add Another

Click the down arrow
Click here.

Slide notes

CM/ECF fills in the document path and filename. Now click the down arrow in the scroll bar to scroll down.

Slide 21 - Additional Information

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Document: C:\CMECF\2007\NoticePaperFiling.pdf **Browse...**

Add Another

NOTE

646i:
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose:

Additional Information

Please enter any additional information re

Continue Back Cancel

Click Box (247 x 445) (X:0; Y:0)

CMI/ECF Appellate

Click here.

Click the down arrow.

Slide notes

Remember to read the instructional text in blue on these screens.

There is some additional information we need to add here about what we filed in paper form. First, click the down arrow in the drop-down list.

Slide 22 - Slide 22

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Click Box (247 x 445) (X:0; Y:0)

Document: C:\CMECF\2007\NoticePaperFiling.pdf **Browse...**

Add Another

NOTE

646it
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose: **Click here.**

Please enter an **Appendix Click Box** **ding filing here:**

Appendix Click Box
Supplemental Appendix
Administrative Record
Oversize document
Additional paper copies

Click Appendix.

Slide notes

From this drop-down list, click Appendix.

Slide 23 - Slide 23

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Document: C:\CMECF\2007\NoticePaperFiling.pdf **Browse...**

Add Another

NOTE

646it
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose:
Appendix

Additional Information

Click the Continue button.

Click here.

Continue **Back** **Cancel**

Slide notes

If you needed to add any additional information about your notice, you could do so here. We'll leave it blank in this lesson.

For now, click the Continue button.

Slide 24 - Slide 24

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Document: C:\CMECF\2007\NoticePaperFiling.pdf

NOTE

646i:
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose:
Appendix

Additional Information

Please enter any additional information regarding filing here:

Slide notes

(Note: This is a transition slide.)

Slide 25 - Docket Text

The screenshot shows a web-based application window titled "Docketing Notice of paper filing". The main window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left side, there is a vertical yellow banner with the text "CM/ECF Appellate". The main content area displays "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson". Below the case name, there are checkboxes for "US Mail" (checked), "Fax", "Hand", and "3rd Party". A "Docket Text" dialog box is open in the center, containing a text area with the text "Notice of paper filing of Appendix. Date of service: 10/23/2007. [07-1404]". Below the text area are "Continue" and "Back" buttons. A red callout bubble points to the "Continue" button with the text "Click here..". Below the dialog box, there is a text input field with the placeholder text "Please enter information regarding filing here:". A blue callout bubble points to the "Continue" button of the dialog box with the text "Click the Continue button.". At the bottom of the main window, there are "Continue", "Back", and "Cancel" buttons.

Click Box
(247 x 445)
(X:0; Y:0)

Click here..

Click the Continue button.

Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 26 - Submit the Transaction

The screenshot shows a web application window titled "Docketing Notice of paper filing". The main content area displays "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson". There are checkboxes for "US Mail" (checked), "Fax", "Hand", "3rd Party", "Email", and "Clerk". A yellow vertical banner on the left reads "CMI/ECF Appellate". A blue "Event Review" dialog box is overlaid in the center. It contains a warning icon and the text: "Attention! Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below this is a text box containing "Notice of paper filing of Appendix. Date of service: 10/23/2007. [07-1404]". At the bottom of the dialog are "Submit" and "Back" buttons. A red callout bubble points to the "Submit" button with the text "Click here.". Another blue callout bubble points to the "Submit" button with the text "Click the Submit button.". Below the dialog is a text input field with the placeholder "Please enter any additional information regarding filing here:" and "Continue", "Back", and "Cancel" buttons.

Click Box
(247 x 445)
(X:0; Y:0)

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.

Notice of paper filing of Appendix. Date of service: 10/23/2007. [07-1404]

Click here.

Click the Submit button.

Please enter any additional information regarding filing here:

Continue Back Cancel

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 27 - Slide 27

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Document: C:\CMECF\2007\NoticePaperFiling.pdf

NOTE

646i:
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose:
Appendix

Additional Information

Please enter any additional information regarding filing here:

Slide notes

(Note: This is a transition slide.)

Slide 28 - Slide 28

CM/ECF Appellate

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Click Box (247 x 445) (X:0; Y:0)

Event Docketed

The docketed transaction has been completed.

OK

Click here

Click the OK button.

646i:
File 6 copies of appendices, 5 : ; 4 copies of sealed volumes

Additional Information

Please choose:
Appendix

Additional Information

Please enter any additional information regarding filing here:

Continue Back Cancel

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 29 - Slide 29

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

☒ US Mail ☐ Fax
☐ Hand ☐ 3rd Party
☐ Email ☐ Clerk

PDF Document

Document: C:\CMECF\2007\NoticePaperFiling.pdf

NOTE

646i:
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose:
Appendix

Additional Information

Please enter any additional information regarding filing here:

Slide notes

(Note: This is a transition slide.)

Slide 30 - Slide 30

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 31 - SummaryThe slide has a blue background with a faint watermark of a classical building facade and the text "AO-OP TRAINING BRANCH". The title "Summary" is in blue. The text "You should now be able to:" is in blue. Below it is a bulleted list of six items, each preceded by a blue diamond. The text "You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson." is in blue. A small square icon is visible on the right side of the slide.

Summary

You should now be able to:

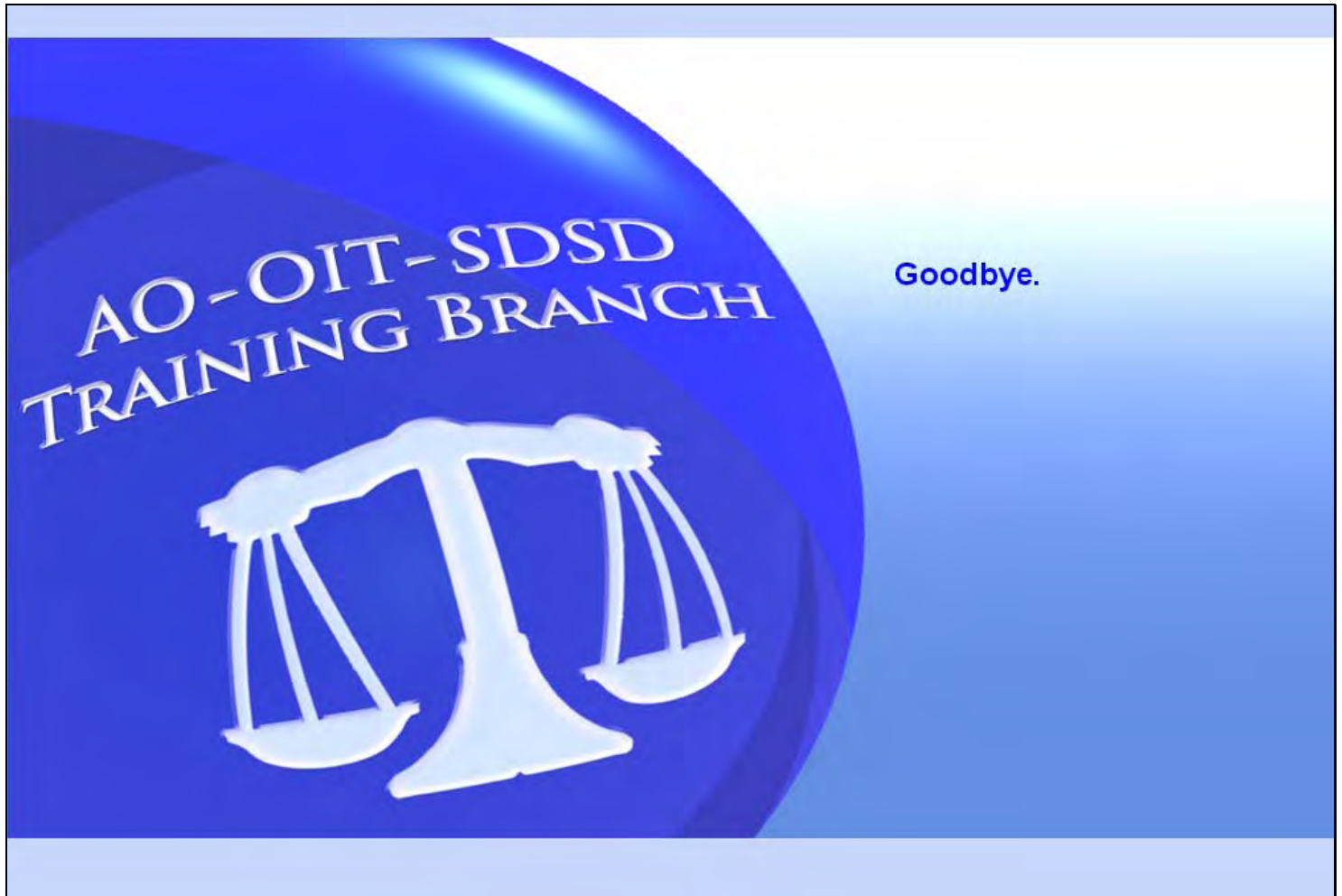
- ♦ Select a Docket Event Category
- ♦ Select a Docket Event
- ♦ Select a Party Filer
- ♦ Enter Service Information
- ♦ Locate and Submit a PDF File
- ♦ Enter Additional Information
- ♦ Submit a Docket Transaction

You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 32 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.